



AGENDA FOR PUBLIC MEETING

DATE: Monday, August 18, 2025 at 6:00 p.m.
LOCATION: **In Person:** Goldendale Community Library;
131 West Burgen Street, Goldendale, WA 98620
Zoom Link: <https://us06web.zoom.us/j/82151796387> or call in: 1 (971) 247-1195
Meeting ID: 821 5179 6387 Passcode: 664145

1. **Call to Order**
2. **Agenda Approval** ACTION
3. **Chair Announcements** INFORMATION
4. **Public Comments (limit 2 minutes each)**
5. **Consent Agenda** ACTION
Minutes Approval: July 21, 2025
July 2025 Claims
6. **Reports**
 - 6.1 June 2025 Financial Statements: Catrina Galicz ACTION
 - 6.2 FVRL Organizational Report: Alicia Gomori & Jennifer Giltrop INFORMATION
 - 6.3 Goldendale Branch Report: Terra McLeod INFORMATION
 - 6.4 Strategic & Master Facilities Planning Process Engagement INFORMATION
Update: Group 4 & Point North Consultants
7. **Business**
 - 7.1 **Facilities and Finance Committee**
 - a. Resolution 2025-09: Surplus 2006 Toyota Sienna Van ACTION
 - b. Levy Lid Lift Results: Jennifer Giltrop INFORMATION
 - 7.2 **Policy Committee**
 - a. Purchasing and Procurement Policy (*2nd Reading*) ACTION
 - b. Resolution 2025-08 MRSC Rosters: Small Public Works, Consultant and Vendor Rosters (*2nd Reading*) ACTION
 - c. Rules of Conduct Policy (*1st Reading*) INFORMATION
 - i. Current Policy
 - ii. Proposed revised policy draft (complete rewrite of current policy)
8. **Board Comments**
9. **Setting for next regular meeting:** Monday, September 15 at 6:00 PM at Woodland Community Library/Zoom
10. **Adjournment**

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Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale

Board of Trustees Meeting Minutes

Monday, July 21, 2025 – 6:00 PM

Battle Ground Community Library

1207 SE 8th Way, Battle Ground, WA 98604

Hybrid/In-Person

Kristy Morgan, *Chair*, Clark County At-Large
Marie Coffey, *Secretary*, Clark County At-Large
Megan Dugan, *Vice Chair*, City of Vancouver
Mary Ann Duncan-Cole, Skamania County
Olga Hodges, Klickitat County
Irina Kakorina, Clark County At-Large
Mary Williams, City of Vancouver

Present Board: Kristy Morgan, Marie Coffey, Megan Dugan, Olga Hodges (remote), Irina Kakorina (remote), Mary Williams

Absent: Mary Ann Duncan-Cole

Present Staff: Jennifer Giltrop, Executive Director; Catrina Galicz, Finance Director; Andrea Scherer, Human Resources Director; Miranda Holtmann, Executive Assistant; Julian Mendez, Communications and Marketing Director; Justin Keeler, Outreach and Community Partnership Director; Lynne Caldwell, Collection and Technical Services Director; Lucien Kress; IT Director; Molly Blalock, Branch Manager, White Salmon Valley Community Library

Remote Access: <https://us02web.zoom.us/j/83558837140> • Meeting ID: 835 5883 7140 • Passcode: 610362 • Phone Access 971-247-1195

Fort Vancouver Regional Library Meeting Minutes

AGENDA:

1. **CALL TO ORDER** - Chair Morgan called the meeting to order at 6:00 p.m.
2. **AGENDA APPROVAL** – At 6:00 p.m. Mary Williams made a motion to approve the agenda. Megan Dugan seconded. Motion approved with 6 out of 6 votes.
3. **CHAIR ANNOUNCEMENTS** – the chair had no announcements.
4. **PUBLIC COMMENTS** – At 6:01 p.m. public comments began with the following speakers;
 - **Katherine Gardner** of Vancouver made a public comment in support of the library levy lid lift.
 - **Quill Olmstead** of Portland made a public comment about drag queen story hour.
 - **Randy Schmidt** of Clark County made a public comment about drag queen story hour.
 - **Gary Wilson** of Clark County made a public comment about library services.
 - **Charles Forshew** of Vancouver made a public comment about how important libraries are.
 - **Jane Higgins** of Battle Ground made a public comment welcoming the board to Battle Ground Community Library and the upcoming Battle Ground Community Library's 75th Anniversary celebration.
 - **Sue Pennington** of White Salmon made a public comment about the importance of libraries in our civic life.

At 6:15 the chair closed the public comment portion of the agenda.

5. **APPROVAL OF CONSENT AGENDA ITEMS**– At 6:16 p.m. Mary Williams made a motion to approve the Consent Agenda. Marie Coffey seconded. Motion approved with 6 out of 6 votes.

6. REPORTS

6.1 FINANCIAL STATEMENTS AND HIGHLIGHTS – At 6:17 p.m. Catrina Galicz presented the following highlights for the month ending May 2025.

Statement of Cash: At the end of May the cash balance is just over \$23 million. The month of May and year to date revenues have exceeded expenditures. Reserve funds for various needs such as capital repairs and maintenance, replacement of vehicles, technology replacements and upgrades, to date the only area

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expended from these funds is under technology replacement and upgrades which was used for BiblioCommons. The cash target of 60 to 90 days of the annual budget is met at the end of May.

Statement of Revenue: Revenues continue to meet overall expectations. Whereas incoming property taxes in April came in from Clark County, May saw the incoming property taxes from Skamania, Klickitat and Cowlitz County in the usual month lag time. Other taxes are coming in at about 49%, slightly above expectations of year to date. Non-resident borrowing fee revenue is trending ahead of expected budget year to date which can be attributed to the work of the Woodland branch signing up new non-resident card holders and increased non-resident fee approved earlier in the year. Under miscellaneous revenue, investment interest continues to do well. The gifts and contributions line includes gifts from the Washington State Societal Colonial Danes Century, as well as other individuals.

Statement of Expenses: Personnel is at 36% of annual budget at the end of May. This is slightly under the 42% year-to-date expectation due to vacancies. As of July 1, there were raises that took place for non-represented and WPEA employees, which will impact this line item in coming months' reports. Supplies are trending above the 42% expectation of budget at 67% attributed to the BiblioCommons purchase. Galicz noted that, while the insurance line item sits at 0% at the end of May, that payments will be made mid-year for coverage. The intergovernmental services budget line will need to be adjusted to change the \$500,000 anticipated election costs to the \$800,000 adjusted cost.

Dugan asked for clarification on the underspending on books and materials line item. Lynne Caldwell, Director of Collection and Technical Services was invited to speak to this. Caldwell explained that the Collection balance is currently at 41% left of available funds. This includes orders and encumbrances that have not yet been received and/or paid that is expected to spend in the budget.

Dugan asked about the capital for equipment, does the \$10,000 budgeted include vehicle replacement that was mentioned earlier in the statement of cash? If so, that seems low for replacing vehicles. Galicz replied that when budgeting for 2025, FVRL was not anticipating the need to replace vehicles. It is now known that a vehicle will likely need to be replaced. So, when a budget amendment is presented to the board it will include that change.

RECEIVE AND FILE MAY FINANCIAL STATEMENTS – At 6:25 p.m. Dugan made a motion to approve receiving and filing the May 2025 financial statements. Coffey seconded. Motion approved with 6 out of 6 votes.

6.2 ORGANIZATIONAL REPORT – At 6:25 p.m. Gomori provided the organizational report which included the following highlights.

- With the **75th anniversary** and **Summer Reading** in full swing, branches have hosted lots of engaging events with the support of the Friends to see great community turn out. One of the biggest draws has been Reptile Man who is drawing hundreds of attendees across the branches.
- **Cascade Park Community Library** tabled at a Dogpaw event, an organization that supports several off-leash dog parks in Clark County. The FVRL table hosted a dog library where a dog could take a stick. Over 100 visitors stopped by the table and learned about library resources.
- **Goldendale Community Library** welcomed 12 homeschool educators who learned about library resources and search strategies with staff.
- **La Center Community Library** has been bustling with activity thanks in some part to the passport program.

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- **Stevenson Community Library** celebrated a ribbon cutting event for the new EV Charging stations installed in the parking lot with partners Energy Northwest, Port of Skamania, and the city of Stevenson in attendance.
- **Three Creeks Community Library** marked the 75th anniversary with a 1950s-themed carnival event with sidewalk games, a scavenger hunt, crafts and more.
- **Vancouver Community Library** started hosting a sensory story time. This is a calm and inclusive program for children with sensory sensitivities. July's session was completely full.
- **Woodland Community Library** participated in Planter's Day which is marked by a parade and a market place. The library vehicle was decked out with the Summer Reading alien theme while staff did outreach at the event.
- 3,000 patrons visited the **Yacolt Library Express** in June.
- **Summer Reading** is through August 15 and FVRL is seeing a 22% increase in summer reading registrations over 2024 numbers.

Jennifer Giltop highlighted the Foundation's annual fundraiser, **The Author's and Illustrator's Dinner and Silent Auction** will be October 16, 5:30 – 9:30 p.m. at the Hilton Vancouver. Crime author Robert Dungoni will speak at the event. The Foundation board is changing its meeting structure from a monthly meeting to a bi-monthly meeting.

Giltop provided an update on the server room fire recovery at Vancouver Community Library. FVRL continues to work with insurance and vendors on getting necessary quotes, replacements and installations arranged. The IT team addressed the technology side and all is functional. The new Fleet and Facilities Director, Robin Thompson, is working quickly with vendors on remediation for work on repairs to the server room for the specification/quotes of new equipment to be installed. An insurance reimbursement check has been received for some assumed expenses but a full report will be provided once the details are confirmed and the project is complete.

6.3 WHITE SALMON VALLEY BRANCH REPORT – At 6:35 p.m. Molly Blalock presented the branch report for White Salmon Valley Community Library. Blalock expressed remorse that the meeting could not be held in White Salmon due to the wildfires in the area and pointed out the Fiber Arts Exhibit on display in the Sprint/Baker Gallery behind her. Blalock opened her presentation with the history of the branch and 2024 branch usage and statistics. Blalock praised her team for their dedication and camaraderie, giving special recognition to Senior Library Assistant Heidi, who is celebrating 30 years of service with the district. She spotlighted several family and children's programs, including Fantastic Friday — Balloons Over Broadway, the lively Noon Year's Eve Party, and the ever-popular Teddy Bear Sleepover, which featured robust teen volunteer involvement. Teens documented the bears' overnight adventures for a slideshow that delighted young participants. Arts and cultural programming continue to be a hallmark of the branch. Blalock highlighted Women Artists of the Gorge, featuring works from 20 local artists, and the Ruth Patterson performance, which celebrated Women's History Month with music and poetry. The Wild About Nature program combined a month-long exhibit with a falcon demonstration and engaging wildlife talks. Summer reading initiatives drew strong participation, with standout events such as the Science Heroes kickoff and Teen Night. The "Stellar Reader" display recognizes patrons with stars posted for every 10 days of reading. Blalock concluded by acknowledging the ongoing contributions of the Friends of White Salmon Valley Community Library whose efforts include book and sidewalk sales, support for the Nature Lovers Book Group, the Community Reads event each October, and the annual ice cream social. This year's social, set for August 14, will coincide with the library's 75th anniversary celebration at Rhinegarten Park.

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6.4 BIBLIOCOMMONS UPDATE – At 6:50 p.m. Julian Mendez provided a report on the progress of the BiblioCommons implementation. As a reminder BiblioCommons will serve as the library’s “digital branch” and will significantly enhance the patron online experience. The current website and catalog, while functional, are not intuitive and do not fully meet modern expectations particularly for mobile users. The BiblioCommons suite—comprising of BiblioCore, BiblioEvents and BiblioWeb—will offer a seamless, interactive and mobile-friendly platform. The new BiblioCore catalog provides clear navigation, intuitive search, and integrated access to multiple formats (print, ebook, audiobook). It consolidates the online experience so that catalog searches can also surface related events and resources without compromising patron privacy. The catalog is professionally translated into English, Spanish, and Russian, with additional languages available through Google Translate, and supports custom language preferences for logged-in users. Through BiblioEvents, patrons will enjoy easier event registration, calendar integration, and event discovery, including the ability to explore related activities and upcoming programs at their local branches. BiblioWeb will unify content, catalog listings, events, and online resources into clean, visually engaging pages, with device-responsive designs to support both desktop and mobile users—even those with limited internet access. BibliocCmmons will also include a new library app giving patrons the ability to manage their accounts, access a digital library card, check out items from their phones, search the catalog, register for events, and download materials directly without switching to other platforms. Staff training and content preparation are currently underway, with BiblioEvents integration continuing through mid-August. The mobile app is expected to launch in August, with the full BiblioCommons rollout targeted for late August or early September, aligning with Library Card Sign-Up Month. Mendez concluded by highlighting that the BiblioCommons upgrade will create a unified, accessible, and engaging digital branch experience that meets patrons where they are—online, on mobile, and in the community.

6.5 LEVY LID LIFT AUGUST 5 – At 7:05 p.m. Giltop provided an update on the levy lid lift on the ballot for August 5. Ballots have been sent out to voters across the counties. A postcard from the library that contains information about the levy lid lift and the strategic planning process the community survey. The survey is open through August 24th and the internal goal is to have 5,000 responses to the survey. FVRL has presented information to hundreds of people throughout the district through civic organizations, rotaries, chambers of commerce, newcomers groups, clubs and more. Staff have done hundreds of outreach this summer. In addition to in-person engagement, the district has reached thousands of residents through advertising, social media, print media, and a dedicated levy information webpage. Questions from the public have been addressed via phone, email, and the library’s e-reference service, and staff have also participated in three podcasts to extend outreach. The Friends of the Library groups have been instrumental partners in spreading awareness. The levy lid lift proposal asks voters to restore the library’s funding to \$0.50 per \$1,000 of assessed property value, which for the average \$400,000 home would mean \$200 annually, or approximately \$16.67 per month. The decision ultimately rests with the voters regarding what kind of library system they wish to sustain. The \$833,000 cost to place the measure on the ballot was significantly higher than the original \$500,000 estimate. Regardless of the cost, the library must return to the voters if the measure does not pass, as continued service reductions would otherwise be necessary.

Kristy Morgan asked how many more Community Conversations there are left for the strategic planning and master facilities planning community engagement.

Giltrop outlined the upcoming meetings which included the Vancouver Community Library Community Conversation on Tuesday, July 22 at 5 p.m. to 7:00 p.m. Stevenson on Monday, July 28th from 4 to 6:00

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p.m. The virtual meeting is on Wednesday, July 30th from 12 to 1:30 p.m. And the Ridgefield library on Wednesday, July 30th from 5 to 7:00 p.m. The input from these community conversations, in addition to all of the community survey data, will then be brought together and summarized at the August board meeting in Goldendale presented by the consultants. The board will have the opportunity to ask questions at that meeting. There are also three board members serving on the strategic planning advisory committee for the strategic plan, Mary Williams, Marie Coffey and Olga Hodges. They will continue meeting in the fall to help formulate a plan which will come back to the full board in December for review and adoption.

7. BUSINESS

7.1 POLICY COMMITTEE

Purchasing and Procurement Policy (1st Read) – At 7:18 p.m. Galicz introduced the update to the Purchasing and Procurement Policy, which is a small update changing the resolution from 2024-06 to 2025-08. The MRSC Roster Resolution, the next agenda item is where the changes are outlined.

7.2 FACILITIES AND FINANCE COMMITTEE

Resolution 2025-08 MRSC Rosters: Small Public Works, Consultant and Vender Rosters (1st Read) – Last August, significant updates were made to the procurement policy. As part of that process, the resolution connecting FVRL with the MRSC rosters was updated to approve Resolution 2024-06 to reiterate the library's contractual agreement for use of these rosters. The direct contracting process based on local government requirement could be used from the zero to \$150,000 threshold in lieu of a small works roster process. FVRL initially intended to use this process and as an option over the small works roster. However, as additional information and guidance has been published through MRSC and other agencies, it's become clear that the administrative burden to implement this process at FVRL far outweighs the benefits to have that process in place. Because FVRL does not have procurement thresholds outlined by law, thresholds are required to be outlined through board approved policies. FVRL's policy does not require direct contracting for any procurement types regardless of the threshold. These resolution updates don't alter policy and will reinforce our current position that FVRL does not intend to use the direct contracting process today or in the near future. This is the first reading of the changes recommended to the MRSC rosters resolution with some additional grammatical cleanup as well. Giltrop added that if there are any additional questions about the changes before the board reviews a second read at the next meeting.

8. BOARD COMMENT – at 7:24 p.m. the Chair opened the floor for board comments.

- Mary Williams thanked the Foundation and commented on the positive developments happening with Jenny Wilkerson in the Executive Director role and the relationship between the foundation and the library and the board. Williams reiterated the importance of the Authors and Illustrator's Dinner and the larger community effort that goes into doing what the foundation does for the library. Williams also encouraged people to attend a community conversations session and its importance to the library better serving the community. Williams also thanked Molly Blalock for her presentation.
- The chair added thanks to everyone who made the last-minute change of venues possible and expressed the hope that everyone in White Salmon Valley remains safe.

- Olga Hodges thanked staff, friends for the amount of time, mileage and effort in educating the public and about the levy lid lift. Hodges also thanked Molly Blalock and added that she looks forward to seeing everyone in Goldendale in August.
- Megan Dugan thanked Battle Ground Community Library Branch Manager Holland Christie and the Battle Ground friends for welcoming the board last minute.

9. Setting for next Regular meeting; Monday, August 18, 6:00 p.m. at Goldendale Community Library.

10. ADJOURNMENT – At 7:27 p.m. Marie Coffey made a motion to adjourn. Mary Williams seconded and the meeting was adjourned at 7:27 p.m.

DRAFT

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Approval of Claims

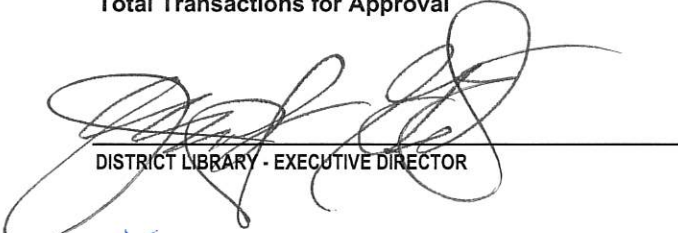
As of
August 18, 2025

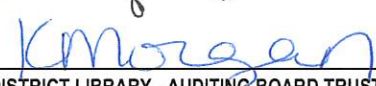
As required by RCW 42.24.080 and RCW 42.24.090, vouchers audited and certified by the Auditing Officer of the Fort Vancouver Regional Library District and those expense reimbursement claims which have been certified as required, have been recorded on a list and made available to the Board of Directors for approval.

As of this date, August 18, 2025,

The Board of Directors, by a vote does approve for payment the following vouchers, warrants, voids, and electronic transfers issued

<u>July 1, 2025</u>	through	<u>July 31, 2025</u>	
Accounts Payable Warrants Issued	Numbers	<u>121944</u> Through <u>122092</u>	\$ 1,071,432.47
Accounts Payable EFT Payments		<u>EFT02597</u> Through <u>EFT02657</u>	\$ 152,305.44
Accounts Payable Warrants Voided	Numbers: 117973, 121482, 121612 and 121880		(\$ 2,100.94)
Subtotal FVRL General Fund Warrants, EFTS, Voids			\$ 1,221,636.97
Payroll Electronic Fund Transfers	Numbers	<u>20250701</u> Through <u>20250731</u>	\$ 1,150,596.23
Other Electronic Fund Transfers Completed			
Vendor	Date	Amount	
ADP Payroll Fees	July 25, 2025	\$ 5,252.23	
KAISER HSA	July 2, 2025	\$ 58.50	
KAISER HSA	July 30, 2025	\$ 15,833.63	
Visa	July 1, 2025	\$ 37,947.68	
WA DOR Sales/Use Tax	July 27, 2025	\$ 582.41	
WA DRS - DCP	July 10, 2025	\$ 5,164.18	
WA DRS - DCP	July 25, 2025	\$ 88,218.34	
WA DRS - PERS	July 10, 2025	\$ 5,064.77	
WA DRS - PERS	July 25, 2025	\$ 66,657.14	
WA Dept L&I	July 28, 2025	\$ 32,712.95	
Endica	July 11, 2025	\$ 9,000.00	
CRWWD	July 31, 2025	\$ 20.68	
			\$ 266,512.51
Subtotal FVRL General Fund Warrants, Transfers, Direct Deposits, Voids			\$ 2,638,745.71
Total Transactions for Approval			\$ 2,638,745.71


DISTRICT LIBRARY - EXECUTIVE DIRECTOR


DISTRICT LIBRARY - AUDITING BOARD TRUSTEE

WARRANTS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
360D0001	Payment	7/7/2025	121944	360 DIRT WORKS LLC	\$ 22,183.81
AFSC0001	Payment	7/7/2025	121945	AFSCME	2,788.62
ALLY0001	Payment	7/7/2025	121946	ALLYNS BUILDING CENTER	33.44
ASPE0002	Payment	7/7/2025	121947	ASPEN PEST CONTROL	179.97
AT&T0001	Payment	7/7/2025	121948	AT & T	452.11
AT&T0003	Payment	7/7/2025	121949	AT&T MOBILITY	1,413.37
BAKE0002	Payment	7/7/2025	121950	BAKER & TAYLOR	1,497.28
CADY0001	Payment	7/7/2025	121951	CADY BUSINESS TECHNOLOGIES INC	195.00
CDWG0001	Payment	7/7/2025	121952	CDW GOVERNMENT INC	2,950.66
CENT0001	Payment	7/7/2025	121953	CENTER POINT PUBLISHING	438.66
CENT0012	Payment	7/7/2025	121954	CENTURYLINK	439.63
CHIC0004	Payment	7/7/2025	121955	CHICAGO DISTRIBUTION CENTER	63.93
CINT0001	Payment	7/7/2025	121956	CINTAS CORPORATION - 463	269.28
CITY0005	Payment	7/7/2025	121957	CITY OF NORTH BONNEVILLE	240.00
CLAR0004	Payment	7/7/2025	121958	CLARK PUD	3,542.62
CLEA0022	Payment	7/7/2025	121959	CLEAN-WORLD MAINTENANCE, INC	1,240.95
COFF0003	Payment	7/7/2025	121960	COFFMAN ENGINEERS, INC	460.00
COMP0014	Payment	7/7/2025	121961	COMPENSATION CONNECTIONS LLC	12,000.00
DEMC0001	Payment	7/7/2025	121962	DEMCO	86.29
ERAT0001	Payment	7/7/2025	121963	E-RATE FIRST, LLC	1,172.49
FERG0001	Payment	7/7/2025	121964	FERGUSON ENTERPRISES, INC #3007	34.82
FIRE0003	Payment	7/7/2025	121965	FIRE SYSTEMS WEST, INC.	282.88
FORT0002	Payment	7/7/2025	121966	FVRL FOUNDATION	20.00
FRON0003	Payment	7/7/2025	121967	FRONTLINE TECHNOLOGIES GROUP, LLC	11,505.21
GALE0002	Payment	7/7/2025	121968	GALE	1,646.44
GBMA0001	Payment	7/7/2025	121969	GB MANCHESTER CORPORATION	595.00
GUST0002	Payment	7/7/2025	121970	GREG GUSTAFSON	1,922.18
HILL0009	Payment	7/7/2025	121971	HILLIS CLARK MARTIN & PETERSON	842.40
HOME0001	Payment	7/7/2025	121972	HOME DEPOT CREDIT SERVICES	2,560.48
HUIT0001	Payment	7/7/2025	121973	HUITZILOPOCHTLI	750.00
ICMA0001	Payment	7/7/2025	121974	ICMA RETIREMENT CORPORATION	5,871.61
INGR0001	Payment	7/7/2025	121975	INGRAM	16,955.12
JOHN0041	Payment	7/7/2025	121976	JOHNSON CONTROLS INC	247.50
KAIS0001	Payment	7/7/2025	121977	KAISER FOUNDATION HEALTH PLAN	280,309.66

KASK0001	Payment	7/7/2025	121978	KASKI ELECTRIC LLC	1,817.98
KLIC0002	Payment	7/7/2025	121979	KCLICKITAT COUNTY PUD	1,566.34
LECT0001	Payment	7/7/2025	121980	LECTORUM PUBLICATIONS INC	46.83
LESS0001	Payment	7/7/2025	121981	LES SCHWAB TIRE CENTER	1,396.47
LEXA0001	Payment	7/7/2025	121982	REBECCA ANN LEXA	540.00
LING0003	Payment	7/7/2025	121983	LINGUAVA	68.25
MANA0003	Payment	7/7/2025	121984	THE MANAGEMENT GROUP, INC.	981.49
MIDW0002	Payment	7/7/2025	121985	MIDWEST TAPE	1,948.85
MORG0004	Payment	7/7/2025	121986	MORGAN, KRISTINA	24.78
NORT0005	Payment	7/7/2025	121987	NORTHWEST NATURAL GAS COMPANY	218.86
OFFI0013	Payment	7/7/2025	121988	OFFICE INTERIOR CONCEPTS	776.90
OVER0004	Payment	7/7/2025	121989	OVERDRIVE	25,539.43
PDQC0001	Payment	7/7/2025	121990	PDQ.COM CORPORATION	2,913.12
PLAY0001	Payment	7/7/2025	121991	PLAYAWAY PRODUCTS LLC	130.40
SAMS0001	Payment	7/7/2025	121992	SAMS TECHNICAL PUBLISHING	1,494.00
SKAM0001	Payment	7/7/2025	121993	SKAMANIA COUNTY PUD #1	430.03
SKAM0002	Payment	7/7/2025	121994	SKAMANIA COUNTY PIONEER	1,436.40
STER0002	Payment	7/7/2025	121995	STERICYCLE, INC	65.75
SWAN0001	Payment	7/7/2025	121996	SWANK MOVIE LICENSING USA	1,135.00
TEXA0002	Payment	7/7/2025	121997	TEXAS A&M UNIVERSITY	57.29
TKEL0001	Payment	7/7/2025	121998	TK ELEVATOR CORPORATION	13,959.61
TMOB0001	Payment	7/7/2025	121999	T-MOBILE USA INC	110.99
TOWN0007	Payment	7/7/2025	122000	THE TOWN OF YACOLT	200.00
TSAI0001	Payment	7/7/2025	122001	TSAI FONG BOOKS, INC	635.62
ULIN0001	Payment	7/7/2025	122002	ULINE	580.59
VANC0001	Payment	7/7/2025	122003	CITY OF VANCOUVER UTILITIES	1,967.31
VANC0003	Payment	7/7/2025	122004	GREATER VANC CHAMBER OF COMM	3,776.00
VANC0025	Payment	7/7/2025	122005	CITY OF VANCOUVER- FINANCIAL SERVICES	223.00
VANC0040	Payment	7/7/2025	122006	VANCOUVER TOYOTA	259.65
VASH0001	Payment	7/7/2025	122007	VASHA-KNIGA.COM	528.70
VERI0002	Payment	7/7/2025	122008	VERIZON	825.12
WALT0001	Payment	7/7/2025	122009	WALTER E NELSON COMPANY	2,244.12
WASH0049	Payment	7/7/2025	122010	CITY OF WASHOUGAL	17.88
WEIS0001	Payment	7/7/2025	122011	WEISS RATINGS INC	524.05
WHIT0001	Payment	7/7/2025	122012	CITY OF WHITE SALMON	194.05
WHIT0028	Payment	7/7/2025	122013	WHITE SALMON ACE HARDWARE	3.86

WOOD0001	Payment	7/7/2025 122014	CITY OF WOODLAND	672.23
AAFI0001	Payment	7/21/2025 122015	AAF INTERNATIONAL	630.70
ALLY0001	Payment	7/21/2025 122016	ALLYNS BUILDING CENTER	53.12
ASPE0002	Payment	7/21/2025 122017	ASPEN PEST CONTROL	190.40
ASTO0001	Payment	7/21/2025 122018	ASTOUND BUSINESS SOLUTIONS, LLC	4,878.21
BAKE0002	Payment	7/21/2025 122019	BAKER & TAYLOR	2,568.42
BATT0001	Payment	7/21/2025 122020	CITY OF BATTLE GROUND	1,006.95
BIBL0004	Payment	7/21/2025 122021	BIBLIOCOMMONS CORP	11,696.94
CADY0001	Payment	7/21/2025 122022	CADY BUSINESS TECHNOLOGIES INC	2,544.46
CBMS0007	Payment	7/21/2025 122023	CBM SYSTEMS, LLC	6,163.56
CENT0001	Payment	7/21/2025 122024	CENTER POINT PUBLISHING	449.46
CENT0009	Payment	7/21/2025 122025	CENTURYLINK	71.11
CENT0012	Payment	7/21/2025 122026	CENTURYLINK	489.66
CENT0013	Payment	7/21/2025 122027	CENTURYLINK	1,999.95
CLAR0004	Payment	7/21/2025 122028	CLARK PUD	14,353.11
CLAR0026	Payment	7/21/2025 122029	CLARK REG WASTEWTR	105.29
CLEA0022	Payment	7/21/2025 122030	CLEAN-WORLD MAINTENANCE, INC	58,389.74
COLU0003	Payment	7/21/2025 122031	COLUMBIA RESOURCE COMPANY	81.51
COLU0007	Payment	7/21/2025 122032	COLUMBIA HARDWARE	69.09
COLU0032	Payment	7/21/2025 122033	COLUMBIA RIVER DISPOSAL	87.11
COMC0002	Payment	7/21/2025 122034	COMCAST INSTITUTIONAL NETWORKS	10,220.05
COPY0002	Payment	7/21/2025 122035	COPY EXPRESS	7,793.54
COUC0002	Payment	7/21/2025 122036	COUCHMAN, STEPHEN	310.00
COWL0001	Payment	7/21/2025 122037	COWLITZ COUNTY PUD	846.59
DEMC0001	Payment	7/21/2025 122038	DEMCO	1,973.89
ENAV0001	Payment	7/21/2025 122039	ENAVATE, INC	489.60
FIRE0003	Payment	7/21/2025 122040	FIRE SYSTEMS WEST, INC.	2,505.67
GALE0002	Payment	7/21/2025 122041	GALE	6,559.74
GENE0008	Payment	7/21/2025 122042	GENERAL DOUGLAS MACARTHUR FOUNDATION	10.00
GOLD0003	Payment	7/21/2025 122043	CITY OF GOLDENDALE	487.22
GOLD0005	Payment	7/21/2025 122044	GOLDENDALE SENTINEL	452.94
GROO0003	Payment	7/21/2025 122045	GRO OUTDOOR LIVING	1,480.78
HANO0001	Payment	7/21/2025 122046	HANOVER INSURANCE GROUP	202,370.00
HARR0002	Payment	7/21/2025 122047	HARRY'S LAWN & POWER EQUIPMENT	306.62
ICMA0001	Payment	7/21/2025 122048	ICMA RETIREMENT CORPORATION	6,167.25
INFO0013	Payment	7/21/2025 122049	INFOBASE LEARNING	13,016.58

INGR0001	Payment	7/21/2025	122050	INGRAM	50,635.46
KANO0001	Payment	7/21/2025	122051	KANOPY LLC	9,901.00
KETE0001	Payment	7/21/2025	122052	KETER ENVIRONMENTAL SERVICES INC	104.68
KRIE0001	Payment	7/21/2025	122053	ANNA-MICHELLE SHANTI KRIENS	2,615.90
LABO0003	Payment	7/21/2025	122054	DEPT OF LABOR & INDUSTRIES	63.60
LACE0003	Payment	7/21/2025	122055	CITY OF LA CENTER	76.60
LING0003	Payment	7/21/2025	122056	LINGUAVA	136.50
MANG0002	Payment	7/21/2025	122057	MANGO LANGUAGES	4,800.00
MIDW0002	Payment	7/21/2025	122058	MIDWEST TAPE	17,231.17
NORT0005	Payment	7/21/2025	122059	NORTHWEST NATURAL GAS COMPANY	2,147.91
OCLC0002	Payment	7/21/2025	122060	OCLC INC - RSC SHRG/MTDT/CTLG	5.26
OEGI0001	Payment	7/21/2025	122061	OEG, INC	7,768.32
ORBI0001	Payment	7/21/2025	122062	ORBIS CASCADE ALLIANCE	5,005.00
OVER0004	Payment	7/21/2025	122063	OVERDRIVE	56,357.45
PACI0001	Payment	7/21/2025	122064	PACIFIC OFFICE AUTOMATION	166.26
PARK0008	Payment	7/21/2025	122065	PARKROSE HARDWARE/BLUE TARP	27.19
PROQ0001	Payment	7/21/2025	122066	PROQUEST	5,714.87
REPT0001	Payment	7/21/2025	122067	REPTILE MAN	3,725.00
REPU0001	Payment	7/21/2025	122068	REPUBLIC SERVICES #487	140.40
RIDG0005	Payment	7/21/2025	122069	RIDGEFIELD, CITY OF	221.48
SEQU0001	Payment	7/21/2025	122070	SEQUENCE GRAPHICS, LLC	1,152.00
SHIE0001	Payment	7/21/2025	122071	SHIELS OBLETZ JOHNSEN, INC	926.25
SHUR0001	Payment	7/21/2025	122072	SHUR-WAY BUILDING CENTERS	56.33
SOHA0001	Payment	7/21/2025	122073	SOHA SIGN CO INC	783.36
STAN0015	Payment	7/21/2025	122074	STANTEC CONSULTING SERVICES INC	798.00
STEV0001	Payment	7/21/2025	122075	CITY OF STEVENSON	362.47
SWIN0001	Payment	7/21/2025	122076	SWINGRUBER, JURINDA	18.90
TDST0001	Payment	7/21/2025	122077	TDS TELECOM	247.52
THOM0015	Payment	7/21/2025	122078	THOMSON REUTERS-WEST PUBLISHING CORP	610.37
TKEL0001	Payment	7/21/2025	122079	TK ELEVATOR CORPORATION	3,553.98
ULIN0001	Payment	7/21/2025	122080	ULINE	2,041.84
UNIQ0002	Payment	7/21/2025	122081	UNIQUE MANAGEMENT SERVICES INC	1,637.85
UNUM0002	Payment	7/21/2025	122082	UNUM LIFE INS CO OF AMERICA	15,873.94
VANC0001	Payment	7/21/2025	122083	CITY OF VANCOUVER UTILITIES	2,472.03
VANC0025	Payment	7/21/2025	122084	CITY OF VANCOUVER- FINANCIAL SERVICES	59.00
VANC0026	Payment	7/21/2025	122085	VANCOUVER FAMILY MAGAZINE	685.00

VANC0040	Payment	7/21/2025	122086	VANCOUVER TOYOTA	123.14
WALT0001	Payment	7/21/2025	122087	WALTER E NELSON COMPANY	800.60
WAPI0001	Payment	7/21/2025	122088	WAPITI NW, LLC	2,286.40
WAST0001	Payment	7/21/2025	122089	WASTE CONNECTIONS INC	4,825.47
ZAYO0001	Payment	7/21/2025	122090	ZAYO GROUP, LLC	3,380.39
ZIPL0001	Payment	7/21/2025	122091	ZIPLY FIBER	131.21
UNIT0003	Payment	7/17/2025	122092	UNITED STATES POSTAL SERVICE	56,440.75
Warrant Subtotal					\$ 1,071,432.47

VOIDS

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
WALT0005	Payment	7/30/2025	117973	WALTERS, CASSANDRA	\$ 29.99
FREN0003	Payment	7/30/2025	121482	FRENCH BOOKS ONLINE LLC	35.98
WILL0024	Payment	7/30/2025	121612	WILLAMETTE GLASS	1,892.03
FREN0003	Payment	7/30/2025	121880	FRENCH BOOKS ONLINE LLC	142.94
Void Subtotal					\$ 2,100.94

EFT's

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ALLE0015	Payment	7/7/2025	EFT02597	ALLEGIANCE COBRA SERVICES INC	\$ 75.00
BROW0008	Payment	7/7/2025	EFT02598	BROWN, GENEVIEVE	24.50
CAMP0016	Payment	7/7/2025	EFT02599	CAMPBELL, JESSICA	649.36
CHAN0007	Payment	7/7/2025	EFT02600	LISA CHANG	700.00
CHIP0002	Payment	7/7/2025	EFT02601	CHIPMAN, BONNY	600.00
CLAR0036	Payment	7/7/2025	EFT02602	CLARK, LAURA	10.36
COFF0002	Payment	7/7/2025	EFT02603	MARIE COFFEY	14.00
GARD0003	Payment	7/7/2025	EFT02604	GARDEN DELIGHTS HERB FARM	50.00
GETP0001	Payment	7/7/2025	EFT02605	GET PROGRAM	607.32
GISI0001	Payment	7/7/2025	EFT02606	GISI MARKETING GROUP	2,409.71
GREE0011	Payment	7/7/2025	EFT02607	GREEN, MARIA VICTORIA	600.00
HARR0001	Payment	7/7/2025	EFT02608	HARRYS KEY SERVICE, INC.	2,280.91
HRAN0001	Payment	7/7/2025	EFT02609	HR ANSWERS, INC	825.75
MART0011	Payment	7/7/2025	EFT02610	YUKI MARTIN	333.00
MINT0005	Payment	7/7/2025	EFT02611	MINTZ, KATHLEEN	14.56
NATI0032	Payment	7/7/2025	EFT02612	NATIONWIDE PREMIUM HOLDING	253.06
NORT0056	Payment	7/7/2025	EFT02613	NORTH PACIFIC MANAGEMENT	12,520.00
OCAS0001	Payment	7/7/2025	EFT02614	ANGEL OCASIO	400.00
PACI0023	Payment	7/7/2025	EFT02615	PACIFICWRO	228.48
ROBE0013	Payment	7/7/2025	EFT02616	ROBERT HALF FINANCE & ACCOUNTING	8,038.80
ROVI0001	Payment	7/7/2025	EFT02617	ROVING HORSE HENNA LLC	850.00
SCIE0002	Payment	7/7/2025	EFT02618	SCIENCE HEROES	1,550.00
SHRE0001	Payment	7/7/2025	EFT02619	SHRED NORTHWEST, LLC	130.56
STOE0001	Payment	7/7/2025	EFT02620	STOEL RIVES LLP	807.50
THRE0003	Payment	7/7/2025	EFT02621	THREADING BROWZ LLC	1,000.00
THUR0001	Payment	7/7/2025	EFT02622	THURINGER, COURTNEY ROSE	100.00
USAM0002	Payment	7/7/2025	EFT02623	USA MECHANICAL	9,431.87
USCE0002	Payment	7/7/2025	EFT02624	US CENTENNIAL VANCOUVER MALL LLC	10,119.48
WILL0031	Payment	7/7/2025	EFT02625	MARY WILLIAMS	28.00
WPEA0001	Payment	7/7/2025	EFT02626	WPEA	2,778.97
WPEA0003	Payment	7/7/2025	EFT02627	WPEA UFCW	2,117.28
WTCO0001	Payment	7/7/2025	EFT02628	WT COX SUBSCRIPTIONS	525.45
ALLE0011	Payment	7/21/2025	EFT02629	ALLEGIANCE BENEFIT PLAN MGMT - CONTR	2,582.00
ALLE0014	Payment	7/21/2025	EFT02630	ALLEGIANCE BENEFIT PLAN MGMT - FEES	106.25

ALLE0015	Payment	7/21/2025 EFT02631	ALLEGIANCE COBRA SERVICES INC	81.00
ANTH0001	Payment	7/21/2025 EFT02632	ANTHONY, ANGELA	587.45
CANO0002	Payment	7/21/2025 EFT02633	CANOPY WELLBEING	548.00
CRUZ0003	Payment	7/21/2025 EFT02634	CRUZ, BRANDON	16.10
FIRS0003	Payment	7/21/2025 EFT02635	FIRST CITIZENS BANK	16,602.99
GARC0004	Payment	7/21/2025 EFT02636	GARCIA, MONICA	1,237.20
GETP0001	Payment	7/21/2025 EFT02637	GET PROGRAM	607.32
GISI0001	Payment	7/21/2025 EFT02638	GISI MARKETING GROUP	615.65
GROU0003	Payment	7/21/2025 EFT02639	GROUP 4 ARCHITECTURE, RESEARCH + PLANNING, INC	40,358.99
HARR0001	Payment	7/21/2025 EFT02640	HARRYS KEY SERVICE, INC.	336.80
KATH0001	Payment	7/21/2025 EFT02641	KATHLEEN L WHITNER	1,228.48
KRES0001	Payment	7/21/2025 EFT02642	KRESS, LUCIEN	1,300.60
MART0015	Payment	7/21/2025 EFT02643	MARTIN, ELIZABETH	4.90
MATT0013	Payment	7/21/2025 EFT02644	MATT BAKER COMEDY	1,000.00
MOSS0004	Payment	7/21/2025 EFT02645	MOSS, ELIZABETH	30.00
OFFI0001	Payment	7/21/2025 EFT02646	OFFICE DEPOT CARD PLAN	4,092.91
OLIN0001	Payment	7/21/2025 EFT02647	OLINGER, FRANCES	75.00
PLAT0001	Payment	7/21/2025 EFT02648	PLATT ELECTRIC SUPPLY	27.49
ROBE0013	Payment	7/21/2025 EFT02649	ROBERT HALF FINANCE & ACCOUNTING	7,648.03
ROVI0001	Payment	7/21/2025 EFT02650	ROVING HORSE HENNA LLC	717.00
SCIE0002	Payment	7/21/2025 EFT02651	SCIENCE HEROES	400.00
STER0004	Payment	7/21/2025 EFT02652	STERLING	175.67
STOE0001	Payment	7/21/2025 EFT02653	STOEL RIVES LLP	47.50
THRE0003	Payment	7/21/2025 EFT02654	THREADING BROWZ LLC	1,425.00
USAM0002	Payment	7/21/2025 EFT02655	USA MECHANICAL	3,596.93
WEXB0001	Payment	7/21/2025 EFT02656	WEX BANK	3,781.89
WPEA0001	Payment	7/21/2025 EFT02657	WPEA	3,000.37
			EFT's Total	\$ 152,305.44

PAYROLL

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - Net Payroll Wages	\$ 404,194.66
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - Federal Payroll Taxes	130,554.46
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - OR State Payroll Taxes	4,357.95
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - PFML Taxes	5,292.40
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - WA Cares Fund Taxes	3,143.80
ADP0001	Payment	7/10/2025	Payroll 7/10/2025	ADP - OR State Transit Tax	64.17
Subtotal 1st Payroll					\$ 547,607.44
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - Net Payroll Wages	\$ 438,788.20
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - Federal Payroll Taxes	150,248.08
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - OR State Payroll Taxes	4,758.62
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - PFML Taxes	5,721.28
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - WA Cares Fund Taxes	3,403.50
ADP0001	Payment	7/25/2025	Payroll 7/25/2025	ADP - OR State Transit Tax	69.11
Subtotal 2nd Payroll					\$ 602,988.79
Payroll Total					\$ 1,150,596.23

OTHER ACH

Vendor ID	Document Type	Document Date	Document Number	Vendor Name	Document Amount
ADP0001	Payment	7/25/2025	116689	ADP	\$ 5,252.23
CLAR0026	Payment	7/31/2025	116690	CLARK REGIONAL WASTEWATER DISTRICT	20.68
KAIS0005	Payment	7/30/2025	116691	KAISER HSA	15,833.63
KAIS0005	Payment	7/2/2025	116691	KAISER HSA	58.50
WASH0013	Payment	7/10/2025	116692	WASH DEPT OF RETIREMENT SYSTEM	5,164.18
WASH0013	Payment	7/10/2025	116692	WASH DEPT OF RETIREMENT SYSTEM	88,218.34
WASH0013	Payment	7/25/2025	116692	WASH DEPT OF RETIREMENT SYSTEM	5,064.77
WASH0013	Payment	7/25/2025	116692	WASH DEPT OF RETIREMENT SYSTEM	66,657.14
WASH0007	Payment	7/24/2025	116693	WASHINGTON DEPT OF REVENUE	582.41
VISA0002	Payment	7/1/2025	116694	FNBO Visa	37,947.68
DEPT0002	Payment	7/28/2024	116695	WA LABOR & INDUSTRIES	32,712.95
ENDI0001	Payment	7/11/2025	116696	ENDICA	9,000.00
Other ACH's					\$ 266,512.51
Overall Total					\$ 2,638,745.71

Fort Vancouver Regional Library District
Statement of Cash
For the Month Ending June 30, 2025 (With year-to-date totals)

December 31, 2024 Ending Cash Balance	18,243,653
Year-to-date Revenue Received	17,410,371
Year-to-date Expenditures	(14,153,594)
Adjustment for accrued expenditures	82,776
Cash Balance June 30, 2025	<u>\$ 21,583,206</u>

	Cash Reserves as of January 1, 2025	Net Operational Activity June, 2025	Year-to-Date Totals thru June, 2025	Cash Reserves as of June 30, 2025
Operational Reserve (Unassigned)	<u>\$ 11,284,975</u>	<u>(1,673,280)</u>	<u>3,339,553</u>	<u>\$ 14,898,627</u>

	Capital Reserves as of January 1,	June, 2025 Expenditures	Year-to-Date Totals thru June, 2025	Capital Reserves as of June 30, 2025
Obj 1 - Capital repairs and maintenance	\$ 1,345,000	\$ -	\$ -	\$ 1,345,000
Obj 2 - Replacement Vehicles	10,000	-	-	10,000
Obj 3 - Capital Projects				-
Washougal	4,092,678	-	-	4,092,678
Branch Refresh Projects	1,211,000	-	-	1,211,000
Obj 4 - Technology Replacements & Upgrades	<u>300,000</u>		<u>274,099</u>	<u>25,901</u>
Cash Reserve Fund Expense Total	<u>\$ 6,958,678</u>	<u>\$ -</u>	<u>\$ 274,099</u>	<u>\$ 6,684,579</u>

	Beginning January 1, 2025	Ending June 30, 2025
Overall Cash Balance	<u>\$ 18,243,653</u>	<u>\$ 21,583,206</u>

Target: > 60 to 90 days of annual budget

60 Days = \$5,881,494

90 Days = \$8,822,241

Fort Vancouver Regional Library District

Statement Of Revenue - Calendar Year 2025
For the Month Ending June 30, 2025 (With year-to-date totals)

	2025 Amended Budget	June, 2025 Revenues	Year-to-Date Totals thru June, 2025	Year - to - Date Annual Budget Percent
Property Taxes				
Property Taxes - Clark	26,660,340	226,832	14,915,408	56%
Property Taxes - Skamania	797,195	54,730	467,331	59%
Property Taxes - Klickitat	1,513,678	186,439	956,170	63%
Property Taxes - Cowlitz	338,389	27,341	187,711	55%
Total Property Taxes	29,309,602	495,341	16,526,620	56%
Other Taxes				
Other General Tax	75,000	12,544	38,470	51%
Leasehold Excise Tax	135,000	1,886	78,750	58%
Total Other Taxes	210,000	14,430	117,220	56%
Intergovernmental, Grants & Contracts				
Federal in-lieu of Taxes	45,000	-	476	1%
Federal Grants	0	-	1,362	100%
ESD 112	6,000	-	-	0%
State Forest Boards	40,000	14,402	47,540	119%
Yale Valley Library Dist	150,000	75,000	75,000	50%
Yale Valley Library Dist Capital Reimb.	70,000	-	6,512	9%
Total Intergovernmental, Grants & Contracts	311,000	89,402	130,891	42%
Charges for Services				
Equipment Use Fees	42,000	3,873	27,727	66%
Non-Resident Borrower Fee	9,000	2,381	11,016	122%
Lost / Damaged Material Fee	34,000	3,418	22,280	66%
Total Charges for Services	85,000	9,672	61,022	72%
Miscellaneous				
Investment Interest	485,000	80,470	382,589	79%
Rental Income	2,000	582	1,704	85%
Gifts/Contributions	-	78	1,050	100%
Library Friends Groups' Reimbursements	20,000	1,338	9,226	46%
Woodland Friends Reimbursements - Project	-	-	104,048	100%
Library Foundation Reimbursements	20,450	9,096	51,421	251%
Miscellaneous	2,500	7,427	23,501	100%
Other Miscellaneous - E-Rate	120,000	-	-	0%
Sale of Assets	10,000	-	1,080	11%
Total Miscellaneous	659,950	98,991	574,618	87.1%
Total Operating Revenue	\$ 30,575,552	707,836	17,410,371	57%
Use of Reserves to Balance Operating Budget	\$2,522,411	-	-	0%
Use of Reserves to Balance Capital Budget	\$2,191,000	-	-	0%
Use of Cash Reserves	\$ 4,713,411	-	-	0%
Total Revenues and Use of Cash Reserves	\$35,288,963	707,836	17,410,371	49%

Jan.-Dec. 2025 Fiscal Year

June is the 6th month of the fiscal year.
Year-to-date budget percentages should
be at 50%, representing 6/12 months.

Fort Vancouver Regional Library District

Statement of Expenses - Calendar Year 2025
For the Month Ending June 30, 2025 (With year-to-date totals)

	2025 Budget	June, 2025 Expenditures	Year-to-Date Totals thru June, 2025	Year to Date Annual Budget Percentage
Operating Expenditures:				
Personnel				
Wages	\$ 15,374,149	\$ 1,143,340	\$ 6,789,261	44%
Benefit - Medical	3,413,423	235,614	1,368,394	40%
Benefit - Dental	311,074	22,664	132,174	42%
Benefit - Life, LTD, AD&D	159,584	13,489	81,188	51%
Benefit - PERS	1,388,286	101,787	602,172	43%
Benefit - FICA	1,176,122	85,862	510,316	43%
Benefit - L & I - Workers Compensation	117,567	6,465	38,802	33%
Benefit - PFML	40,205	2,996	18,181	45%
Unemployment Expense	15,000	-	2,692	18%
Personnel Subtotal:	21,995,410	1,612,217	9,543,180	43%
Supplies				
Supplies	341,300	32,188	162,670	48%
Small Equipment (FF&E)	391,000	8,786	29,017	7%
Technology	725,000	2,896	485,427	67%
Professional Collection / Tech	323,000	8,470	143,508	44%
Supplies & Small Equipmt/Tech Subtotal:	1,780,300	52,340	820,622	46%
Library Books / Materials				
Library Books & Materials	1,875,500	125,988	659,970	35%
Electronic Resources	1,944,500	167,092	889,827	46%
Library Materials Subtotal:	3,820,000	293,080	1,549,798	41%
Other Services / Charges				
Professional Services	1,823,300	226,532	839,909	46%
Communications	402,600	25,060	179,127	44%
Training / Travel	150,000	1,885	28,161	19%
Advertising	37,000	5,188	12,086	33%
Rentals / Leases	616,903	43,708	273,604	44%
Insurance	281,000	33,053	33,944	12%
Utilities	479,000	30,288	225,642	47%
FAC Repairs & Maintenance	305,300	50,853	228,989	75%
IT Maintenance and Licensing	687,900	60,585	241,150	35%
Misc / Dues / Printing / Other	148,450	11,260	66,509	45%
Intergovernmental Services	500,800	-	150	0%
Other Charges & Services Subtotal:	5,432,253	488,412	2,129,270	39%
Total Operating Expenditures:	33,027,963	2,446,049	14,042,870	43%
Capital Outlay:				
Buildings / Non-Owned	374,000	-	-	0%
Buildings / Owned	1,807,000	15,821	62,110	3%
Woodland (Other Reimbursements)	-	2,022	16,637	100%
Yale	70,000	-	31,977	46%
Machinery & Equipment	10,000	-	-	0%
Capital Outlay Subtotal:	2,261,000	17,843	110,724	5%
Grand Total All Expenditures:	\$ 35,288,963	\$ 2,463,892	\$ 14,153,594	40%

Jan.-Dec. 2025 Fiscal Year

June is the 6th month of the fiscal year.
Year-to-date budget percentages should be
at 50%, representing 6/12 months.



The Lego Library - a model of the Goldendale Community Library

Organizational Report: Highlights from July 2025

**Board of Trustees Meeting
August 18, 2025**



Battle Ground Community Library

- The District's first Community Conversation, held in Battle Ground the first day of July, was a great success thanks to the excellent turnout and thoughtful suggestions provided by the community.
- The No-Cook Kitchen Series in Battle Ground has been extremely popular. Over 40 people attended the Sourdough Starter Program and many patrons asked for it to be offered again in the winter.
- The Battle Ground Library celebrated the 75th anniversary with a fantastic event thanks to the dedicated efforts of the Friends of the Library. Guests embarked on a tour of Battle Ground Village businesses, collecting raffle tickets at each participating location. The journey concluded at the library and performance of Rhys Thomas and the Stunteddy Flea Circus. The Friends then hosted a raffle, awarding gift baskets contributed by local businesses, and everyone savored delicious cupcakes specially decorated with the Battle Ground Library's 75th logo.



75th cupcakes (left) performer Rhys Thomas (center) No-Cook Kitchen (right)

- The Jane Austen Series in Battle Ground was also very well-received. The series began with a Jane Austen Trivia Night, followed by an Introduction to Embroidery program. The series will conclude with Pride, Prejudice, and Parlor Games next month.
- The Battle Ground Community Library recently received powerful feedback from a teenage patron who thanked staff for creating a safe space where she feels protected from negative peer influence, including pressure to drink and engage in activities she wishes to avoid. This interaction highlights the crucial role libraries play in supporting the well-being of young people in our community.

Cascade Park Community Library

- Cascade Park Community Library staff participated in tabling at the East Vancouver Farmer's Market on July 24th and at Pride in the Park in Esther Short on July 12th and at the EVBA Scholarship Golf Tournament July 23rd.
- The library had a donation bin for Project Linus at the front desk. Project Linus provides handmade blankets to children in need. Recently a patron stopped by with some blankets his wife had knit over the last several months. She had been seeking a new site to drop off her donations since JoAnn's closed and was very grateful to have found one. The library was also able to provide her husband with a list of alternate donation sites for next time.
- Staff assisted an elderly patron whose phone was unusable due to the many viruses and malicious apps affecting it (constant pop-ups, loud ads, virus warnings, etc.). Eventually staff were able to get the patron's photos, contacts and messages backed up so they could do a full factory reset on the phone. The patron stated they had been to their service provider and multiple repair shops (all of which charged several hundreds of dollars) before library staff were able to fix her problem free of charge.

Goldendale Community Library

- The Lego Library, a miniature yet accurate model of the Goldendale Library (pictured on the cover page of this report) made a one-day appearance before being shown at another event. It should be back and showcased for a longer period of time this fall.
- During Family Storytime early learners enjoyed an easy STEM project by exploring colors using pipettes and water.
- It was standing room only in the Camplan Community room for the Danza Azteca dance performance. This family-led community group brings ancient stories of indigenous Mexican tradition to life through movement, music and colorful regalia.



STEM project, Family Story Time

Goldendale Community Library

- FVRL Community Conversations was very well attended, with twice as many attendees as who had registered for the session, including the City Mayor and a County Commissioner.
- Along with the Bookmobile being a part of Community Days, the Goldendale Library also partners with the City of Goldendale for the Scavenger Hunt Society's annual scavenger hunt, which began and ended at the library. The grand prize winner became mayor for the day.
- The mid-summer reading party was a blast with handmade rockets, and the experience kits are always a favorite.
- The annual Produce Swap has been a great way to share an over abundance of garden produce.



Community conversations (left), produce swap (center), the bookmobile with Summer Reading theme(right)

Klickitat County Bookmobile

- The annual Goldendale Community Days parade is always well attended, this year's space theme turned the Bookmobile into a rocket, it ran into a spaceship along the way.
- July ended with the Goldendale Pride Alliance block party, interacting with around 100 people during the two hours of the family event

La Center Community Library

- The library held a dedication ceremony for the new historic Zener building plaque. The event included dignitaries from the Clark County Historical Museum, the Hannah Daggett chapter of the Colonial Dames, Alicia Gomori representing FVRL, and the Blue Crew (ambassadors from the Ridgefield Chamber of Commerce). It was a lovely event to celebrate the preservation of a historic La Center building and its new life as a vibrant library and community hub.
- The library hosted record-breaking crowds at Summer Reading performances in July. The Reptile Man drew 423 people. The Louie Foxx performance was also when the La Center branch celebrated the District's 75th anniversary which also included treats, a scavenger hunt, and cryptid game for families to enjoy.



Zener historic plaque dedication ceremony (left), crowds at performances (right)

- Other programming this month included: an Egg Drop, Art Foraging for Teens & Adults, Geology Rocks, and a Nature Hike with library staff.
- New mobile shelving arrived which allowed for the library to not lose any collection after moving the Children's Non-Fiction to its new location. In fact, staff noticed an increase in circulation. The old end panels were able to be reused on the new shelving, keeping the same aesthetic of the wood and seamlessly blending the new with the old.
- Senior Branch Supervisor Susan Helle was invited to join the 2026 Sasquatch Award Committee for Washington state. The Sasquatch Award is given each year to the favorite chapter book as voted on by Washington State students. Twelve books written for students in grades 4-6 are nominated each year. Susan will be able to use all the books she will be reading in her book recommendations at the library's monthly Green Mountain outreach with the kids!

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Ridgefield Community Library

- Storybook Adventures, an event planned and organized by the Friends of Ridgefield Community Library brought hundreds to Davis Park on July 11th. Children received a free book and a cookie from the Cookie Monster. There were stations for button making, painting and other crafts and activities. The Ridgefield Chief of Police, a Ridgefield City Council member, The Executive Director of the Ridgefield YMCA, and The Executive Director of Ridgefield Main Street all of whom gave kudos to the friends the success of the event.
- 26 eager participants arrived at the library to paint their astounding designs on library windows as part of the library's Window Painting Contest. Members of the Ridgefield Art Association judged the designs and library patrons chose Peoples' Choice winners. An Awards Ceremony will be held on August 8th.
- Kids and parents gleefully performed Alien Autopsies on July 5th. Budding scientists filled the Community Meeting room.



Alien autopsy (left) and window painting content (right)

- Ridgefield held two Deep Space Adventure programs (like the old computer game "Oregon Trail") with multiple participants making it to Proxima Centauri B without dying.
- One of the branch's Senior Library Assistants helped a patron learn how to use a Kindle device to access ebooks through Libby. She was so impressed with his knowledge and patience that she donated \$100 to the Friends of Ridgefield Library.

Stevenson & North Bonneville Community Library

- Senior Services is run by Skamania County and provides Meals on Wheels service. The library is partnering for bi monthly visits to their in-town meal site to connect with seniors, plus delivering Read, Return, Repeat (RRR) books through existing Meals on Wheels volunteers and visits. Meals on Wheels in Skamania has recently expanded service to North Bonneville, so this is especially important to reach homebound patrons as there is no home mail delivery in all of North Bonneville.
- Recovery Cafe is a non-profit that supports recovery of those who have been impacted by events of homelessness, struggles with addiction and mental health challenges. It is hosted at the United Methodist church in Stevenson. Staff provide information about library services and are often a reentry point for people to library services. Library account signups and renewal of lost access is a primary focus.
- Rock Cove Assisted Living is the only senior living facility in Skamania County. Staff visit twice a month to check out books to residents and restock their Read Return Repeat collection
- Staff helped a couple of patrons with their personal devices. One was unfamiliar with a laptop they owned and was able to access genealogy resources with staff assistance. Another needed help with downloading podcasts to listen to while working out with no internet connection. Both were happy to know the library would start weekly drop-in tech help this fall.
- At Skamania County Senior Services, one patron in particular referenced the important role the library in Stevenson has played over the years to her daughter and granddaughter, with all three generations present as she selected Read, Return, Repeat books to take home with her.
- The bookmobile participated in North Bonneville's Patriotic Parade on July 4th.
- The bookmobile continues monthly visits to the Stevenson Farmers Market. Staff engaged with approximately 52 patrons through a storytime and promoted district initiatives such as the 75th anniversary, and had information available about the levy on August 5th.

Three Creeks Community Library

- Three Creeks has had a slew of summer reading performers every Tuesday at the Library. Rhys Thomas wowed with juggling antics, Ken Moss presented geology, Rescued Border Collies performed tricks, and the library had music and dancing with Hula Aloha and Danza Azteca. 1,157 audience members saw a performance at the Library in July.



Danza Azteca (left) and Twirlygigs (right) Geology Rocks (right)

- Adults came to celebrate libraries with a “Name That Book” trivia night and a DIY book art where participants learned to fold book pages and create works of art.
- Three Creeks brought the library to the neighborhoods. On Thursdays, youth staff went to different neighborhood parks to lead participants in crafts and activities. Participants made rocket ships at Felida Community Park, studied bugs at Hazel Dell Community Park, Twirlygigs at Hockinson Meadows Community Park and created and flew kites at the Fairgrounds Community Park. 352 community members enjoyed library programming at the parks this summer. Staff also attended the Hazel Dell Neighborhood Association’s Popsicles in the Park and Pleasant Hills Neighborhood Association’s Ice Cream social. Staff taught a crochet class at Fourth Plain Forward.

Vancouver Community Library

- Vancouver Community Library held a joint party celebrating the district's 75th anniversary and the 14th birthday of the Vancouver building on July 12th. Over 200 community member enjoyed cake, ice cream, free books and learning about creepy-crawly animals from the Creature Teacher performer.
- Community members enjoyed a live music performance from Bossa PDX. Bossa PDX is a Portland-based classic bossa nova and Brazilian jazz ensemble. The musicians engaged with the audience, telling them about each song, and some patrons even got up to dance!
- In July the Introduction to Sewing Machines program had had two sessions with participants making aprons. Everyone enjoys wearing their completed aprons out of the class.
- 45 kids and tweens experienced a variety of space-themed STEM activities at the Kids and Tweens STEM Lab on July 16th.
- A young patron brought a carefully handmade gift bag in for the library. She made a book, a drawing, a keychain and other fun things. She was proud to add her book to our 'Young Authors' collection.



Patrons show off their aprons



A young patron proudly displays her contribution to the library.

Vancouver Mall Library

- Staff conducted outreach at Highland Park Senior Housing apartments presenting on library services to five residents, three of whom signed up for library cards.
- The Vancouver Mall branch participated in the Summer Reading program, the Rocket Ship Challenge. 15 people attended and the kids were able to create their own rocket ships. There were a few launch failures while other rockets shot right up.
- Over 250 people attended to watch the Creature Teachers. It was an excellent opportunity to utilize the mall's location and showcase some creepy crawly creatures to kids and adults alike.



Creature teachers

Washougal Community Library

- Summer reading performer Creature Teachers was a huge success at Washougal. There were 110 attendees who came to see the reptiles and other creatures. The albino snake was a favorite.
- Tweens and their families had lots of fun making planet tea lights. One teen got really into it and made Jupiter with pipe cleaner rings. The teen's neighbor came into the library the next day and said the teen was showing off his planets to him and other residents of the apartments.
- Families and seniors enjoyed a hula lesson, discovered Hawaiian language and instruments, and had ice cream at Washougal's 75th anniversary celebration. There were 71 attendees at the celebration.



Creature Teachers (left), Hula (middle), space lander challenge (right)

- Staff had left over aliens from the space lander challenge from traveling summer programs so staff took the supplies to outreach at the new Washougal Summer Market. There were 56 kids and adults who visited and made a space ship for their aliens to survive a crash landing. One participant made her ship and then tested it. When her spaceship crash landed and her alien survived (aka stayed in the ship) she was ecstatic and shrieked again and again that her alien made it. Another participant spent more than an hour building a deluxe space craft with a pool, bunk beds, and fireplace with chimney.

White Salmon Valley Community Library

- The White Salmon Valley Summer Reading events continued to bring a lot of people and enthusiasm to the library!
- The knitters who meet in the library every Thursday morning put together a Fiber Arts exhibit in the Sprint/Baker gallery. The exhibit was very colorful and fun, with many creative examples of what they have been working on. There were the usual items such as sweaters, hats, and scarves featuring many vibrant colors and different types of yarn. There was also an “emotional support chicken” and a temperature blanket. The temperature blanket captured the highest temperature of each day of the year in 2024 and beautifully illustrated the changing of the seasons.



Fiber arts: Emotional support chicken and temperature blanket

- On July 18th, the Burdoin Mt wildfire broke out near White Salmon, and quickly spread to 11,000 acres. Although it didn't reach the town of White Salmon, it directly impacted the people in our communities from Bingen to Lyle and beyond. The library became a hub for people east of White Salmon who needed to get away from the smoke, to print important documents, and to get information about what was happening. The library printed out the latest information each morning for people who did not have access to social media. Staff went to the Red Cross Shelter with books and activities for the families there. Once the fire was under control, the Department of Natural Resources held their debriefing session in library meeting space.

Woodland Community Library

- Woodland staff participated in the city's Hot Summer Nights Movie in the Park for three Fridays in July, engaging with over 250 people.
- Woodland Library's Resource Fair was a huge success with help from the Volunteer Coordinator, WorkSource, and the Woodland Friends of the Library. 26 local organizations tabled; the Volunteer Coordinator said she believed this was the most organizations that have ever participated in an FVRL Resource Fair. Organizations and resources included; job placement and employment assistance, veteran support, resources for families of service members, food assistance programs, financial counseling and aid, medical resources for all ages, health insurance and advisors, educational institutions from pre-k to college, addiction recovery services, parental education and support, adoptee resources and peer support, advocacy groups, local cultural and history educational services and interactive displays, and more. 142 people attended. The President of the Woodland Rotary attended the event and was happy to see so many local organizations. She said the Rotary would be happy to participate in the next Resource Fair. The Branch Manager was contacted by three different local organizations in the days following the Resource Fair asking to participate if the Woodland Library hosts the event next year.



Resource Fair



Tables at the Woodland Library's Resource Fair

Yacolt Express Library

- The Yacolt Library continues to be very busy and appreciated by the community. Over 3,700 patrons visited during July.
- The Wednesday and Friday Kids Create program continues to be a popular family activity and had over 250 participants in July.
- On Saturday, July 26th, Greg with Border Collies International helped the Yacolt Library celebrate their 75th anniversary. It was well attended with over 100 people. The Friends of the Yacolt Library gave out library information and Otter Pops.



Rescue Dogs in Action in Yacolt (left), The Reptile Man at Yale (right)

Yale Valley

- Summer at Your Library is in full swing and the Yale Library hosted the Reptile Man on July 10th. There were 90 people in attendance and it was a great show.
- Yale has been very busy with the FVRL passport program. Each week new visitors go to the area and everyone is very excited about it!
- The adult book group met to discuss the book *Woman of Troublesome Creek* by Kim Michele Richardson

Operations Center

- Programming and Outreach Department staff supported Summer Meal Sites in partnership with SHARE at Cascade Park Community Library and Vancouver Community Library. Over 1,500 meals were served July 1- 25th. Staff in outreach, communications and at the Cascade Park branch worked with SHARE to arrange coverage by [KPTV of SHARE's efforts](#).
- As the end of Summer Reading 2025 draws closer, registrations have surpassed 2024 participation. 9,270 participants have registered for the program, up from 8,200 last year. Patrons are getting entered for the grand prize drawings.
- Programming and Outreach covered multiple large outreach events in Clark County throughout the month to share about our 75th Anniversary, Summer Reading, and the Levy. These included;
 - Waterfront Concert Series (4 events)
 - Sunday Sounds Concert Series (3 events)
 - Clark County Newcomers Club
 - Northwest Book Fair
 - SW WA Immigrant & Refugee Symposium
 - East Vancouver Farmer's Market
 - Historic Trust's Family Fun Day
 - Boys & Girls Club's National Night Out
 - Sewing Workshop at Fourth Plain Forward (with Vancouver Community Library)
- Volunteer services distributed the 75th anniversary game developed by the communications and marketing department to community-based organizations, such as YWCA and the NEXT Success Youth Workforce Development Program.
- Volunteer services promoted the Strategic Planning efforts by sending out over 1,000 emails to community partners and volunteers to engage in the Community Survey.
- IT completed desktop computer upgrades at Ridgefield, Three Creeks, and Vancouver Mall. One library remains to be upgraded in August, along with some isolated computers around the District. New computers help staff to be efficient and safe while providing support to patrons.

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- IT is in the process of migrating helpdesk ticketing systems to a more modern hosted system that will allow flexible management, triage, and notifications. Monthly helpdesk ticket statistics will also soon be available in a more useful format after the migration.
 - The Communications and Marketing Division received over 200 community submissions for the Library Card Design Contest. Five winning designs were selected for release in mid-September to mark Library Card Sign-Up Month. Judges were made up of community members, including artists, who live across the district.
 - Ongoing promotion of the Passport Program continues to drive branch visits and engagement. Since the program's launch, over 6,800 passports have been distributed, with nearly 1 in 4 participants using the Beanstack app to log their progress—an encouraging adoption rate for a first-year competition
 - August saw a coordinated push to raise awareness for both the levy and the strategic planning survey, with strong results across channels.
 - Mailed a districtwide postcard with levy information and a direct link to the strategic planning survey.
 - Featured the survey in the August newsletter, achieving a 65.9% open rate—nearly double our average—and a 13% click-through rate to the survey.
 - Distributed 5,000+ News & Events booklets through libraries and community partners to extend reach.
 - Increased online visibility, with the levy webpage recording the highest month-over-month growth (+855 clicks) across all FVRLibraries pages.
 - Ensured levy and survey information remained clear, accessible, and consistent across web, print, and in-person channels to support informed community conversations.
 - The BiblioCommons launch has been shifted to mid-September to allow more time for staff training to support the public rollout. Preparations are underway to ensure a smooth transition, with training materials, onboarding guides, and communication pieces in final development.
 - In July the Executive Director continued to meet with community groups across the district to present *75 Year Forward; Help Shape the Future of Fort Vancouver Regional Libraries*. The talks focused on the 75th anniversary and how this district

is preparing for the decades ahead through a new Strategic Plan and Facilities Master Plan as well as presenting information about the levy lid lift. Since the April board meeting, presentations have been made to 20 organizations, 12 friends of the library groups, 3 radio/podcast interviews and several media interviews.

- The Strategic Plan and Master Facilities Planning process was deeply invested in the engagement phase in July with an open Community Survey, six in person Community Conversation sessions, one virtual Community Conversation session. In person sessions were held at Battle Ground Community Library, Cascade Park Community Library, Goldendale Community Library, Vancouver Community Library, Stevenson Community Library, and Ridgefield Community Library. 242 people engaged in the community conversations providing input of what they love about FVRLibraries and what they would like to see in their community's libraries. Additionally, boards aimed at collecting youth feedback were set up in children and teens areas across the district. The online survey remains open through August 24th.

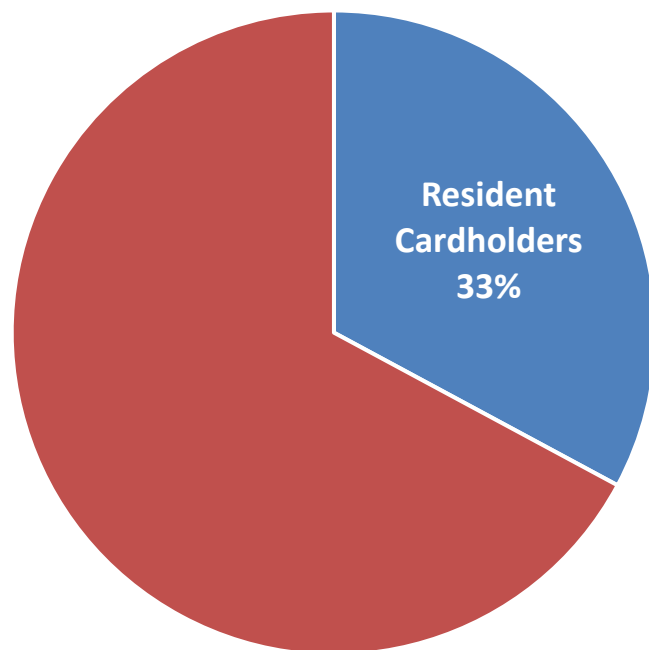


Community Conversations at Battle Ground Community Library

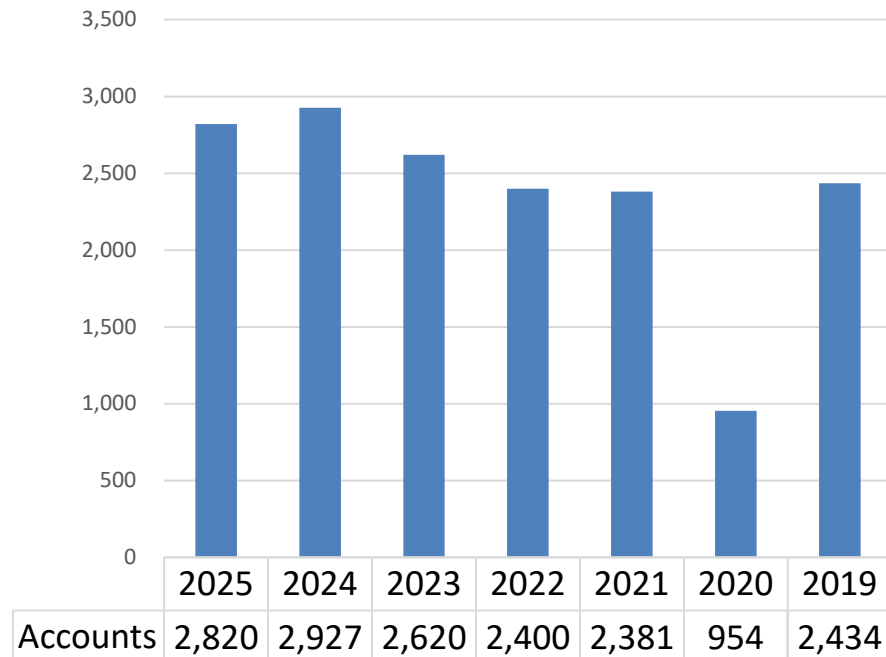
July 2025 – Cardholders, Programs, and Technology Use

Population Served - 558,143

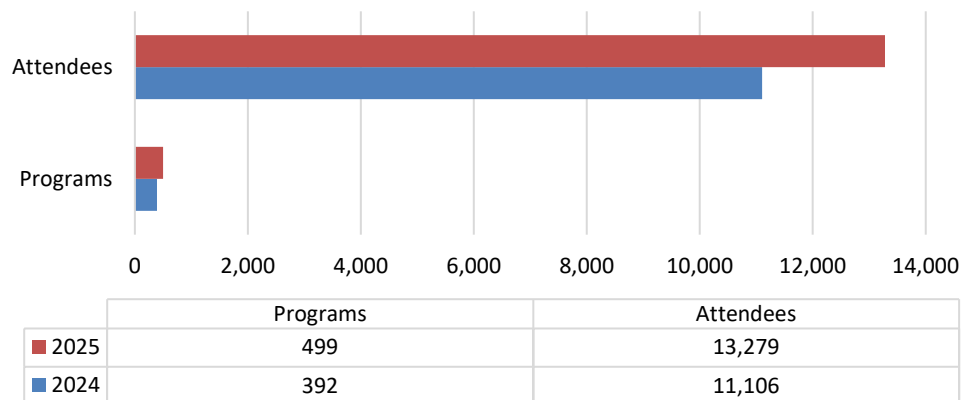
Washington State Office of Financial Management (4/1/2025)



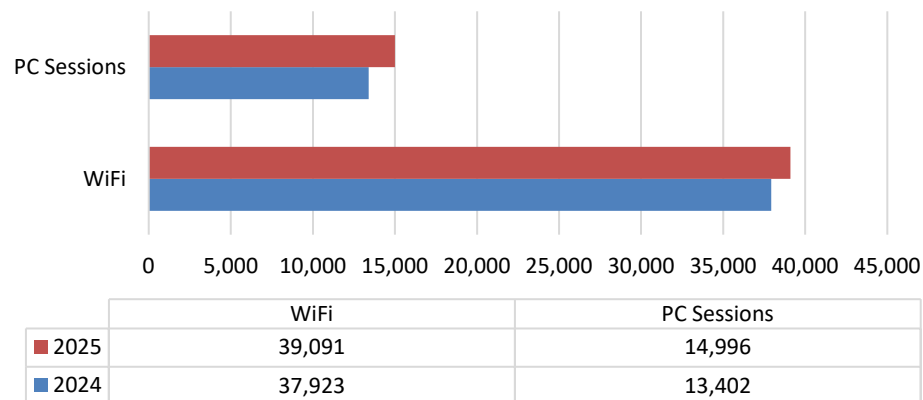
New Accounts Added in July



Programs

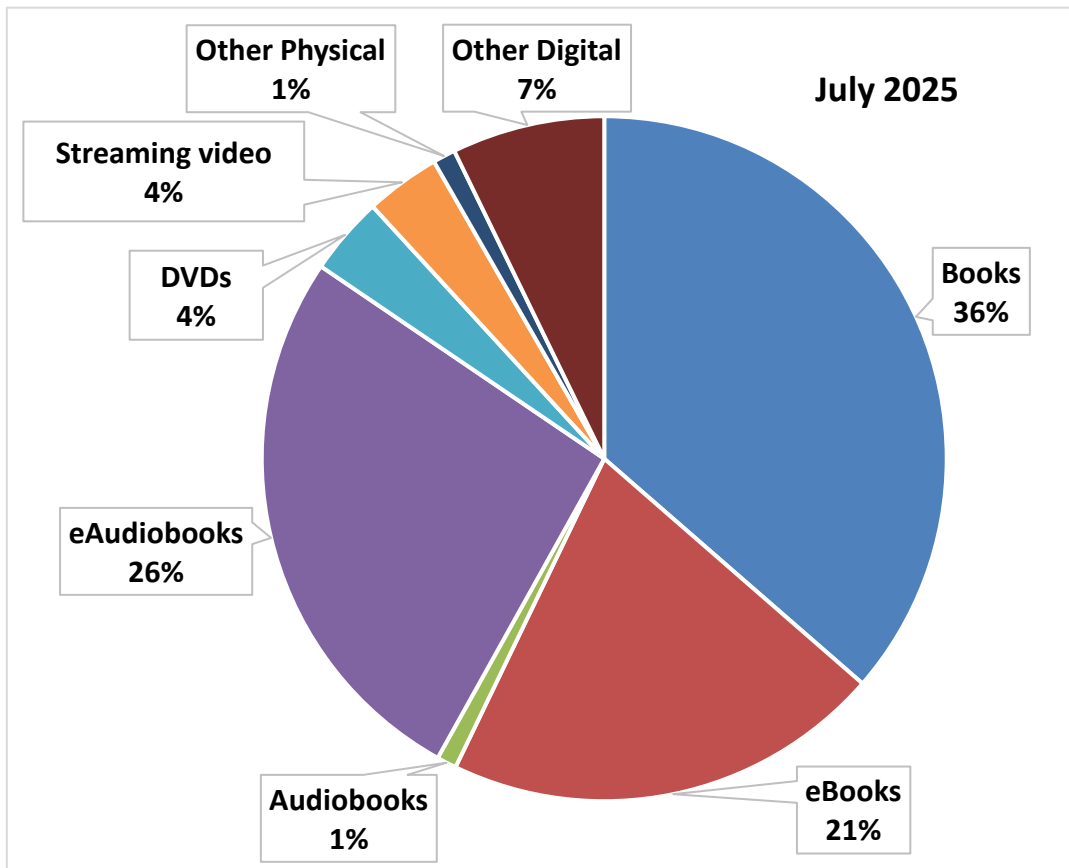


Computer and WiFi Use

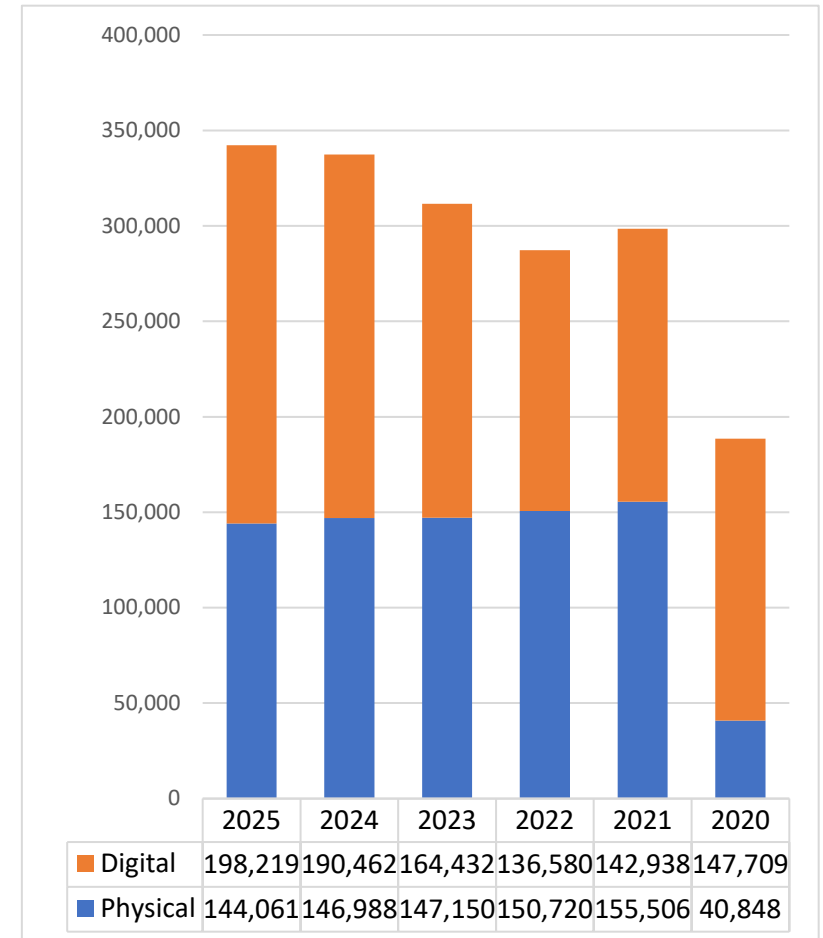


Collection Use – July 2025 - Checkouts by Item Format

Categories	2025	2024	2023	2022	2021	2020
Books	124,593	125,418	124,553	127,708	129,676	33,566
eBooks	71,022	69,391	64,864	55,812	57,515	66,157
Audiobooks	3,193	3,839	4,042	4,418	4,898	1,609
eAudiobooks	90,392	79,744	68,040	56,506	52,467	47,607
DVDs	12,622	13,837	14,728	14,694	16,480	5,186
Streaming video	12,107	10,322	9,198	5,133	9,535	9,852
Other Physical	3,653	3,894	3,827	3,900	4,452	487
Other Digital	24,698	31,005	22,330	19,129	23,421	24,093
Totals	342,280	337,450	311,582	287,300	298,444	188,557



Physical & Digital Collection Checkouts 2020-2025

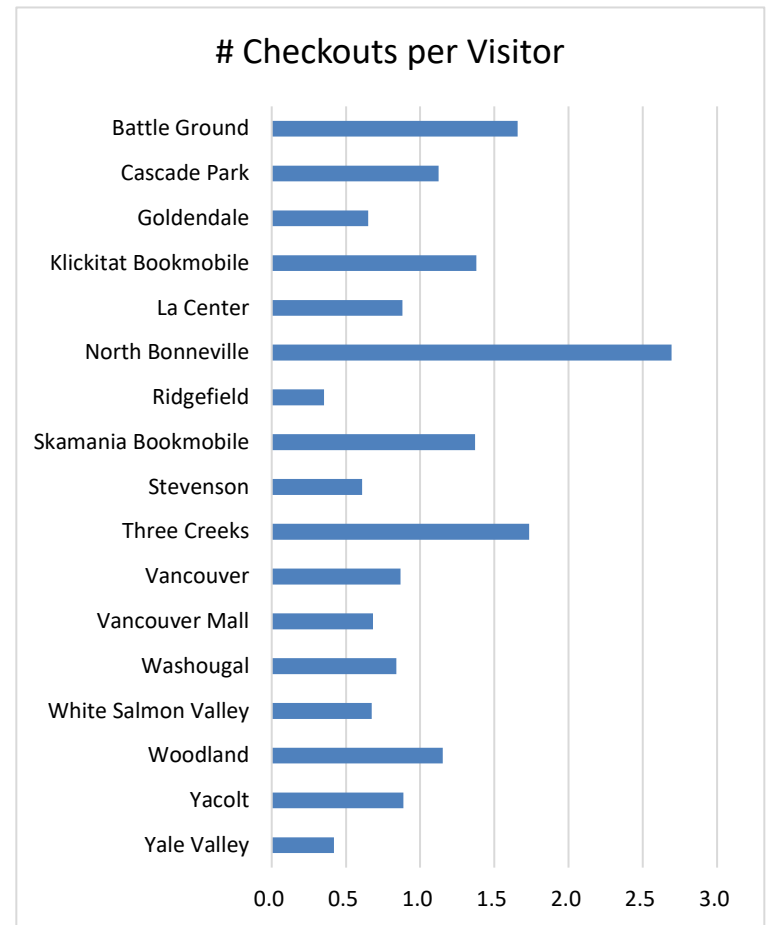


Other Physical includes magazines, games, kits, music, Chromebooks, and miscellaneous items. Does not include Interlibrary Loan checkouts.

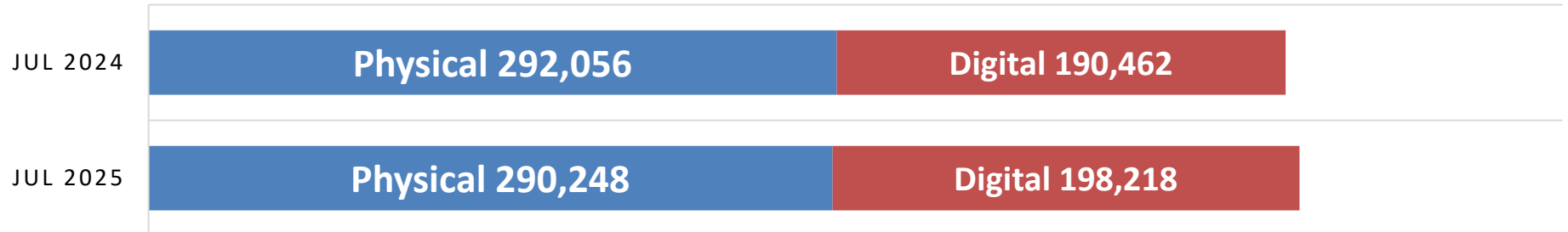
Other Digital includes magazines and streaming music.

July 2025 – Total Circulation and Visitors

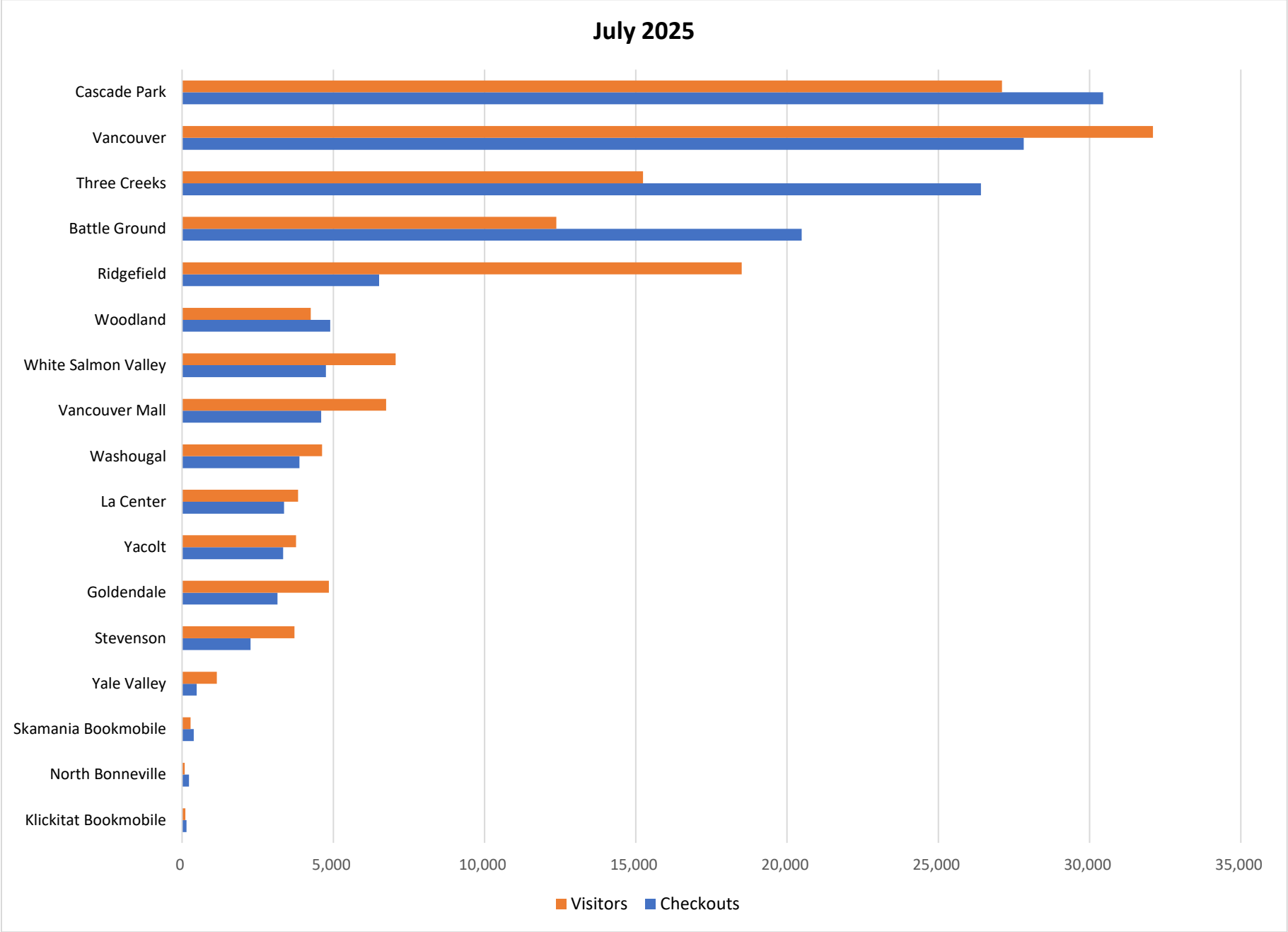
Location	Jul 2025		Jul 2024		Change	
	Total Circ	Visitors	Total Circ	Visitors	Total Circ	Visitors
Battle Ground	40,842	12,369	43,248	11,096	-5.56%	11.47%
Cascade Park	62,720	27,102	63,436	25,297	-1.13%	7.14%
Goldendale	5,814	4,854	6,012	4,321	-3.29%	12.34%
Klickitat Bookmobile	322	106	369	302	-12.74%	-64.90%
La Center	6,186	3,835	6,504	3,326	-4.89%	15.30%
North Bonneville	367	85	202	95	81.68%	-10.53%
Ridgefield	12,788	18,497	11,466	7,971	11.53%	132.05%
Skamania Bookmobile	673	282	751	271	-10.39%	4.06%
Stevenson	4,090	3,719	4,288	3,464	-4.62%	7.36%
Three Creeks	49,197	15,236	49,724	14,640	-1.06%	4.07%
Vancouver	63,210	32,095	65,767	30,959	-3.89%	3.67%
Vancouver Mall	9,672	6,743	9,984	6,433	-3.13%	4.82%
Washougal	7,319	4,625	7,755	4,735	-5.62%	-2.32%
Woodland	9,608	4,257	5,185	2,577	85.30%	65.19%
White Salmon Valley	8,999	7,057	9,265	6,696	-2.87%	5.39%
Yacolt	5,853	3,766	5,576	2,971	4.97%	26.76%
Yale Valley	882	1,153	932	933	-5.36%	23.58%
Green Mountain	60	No Visitors	93	No Visitors	-35.48%	No Visitors
Books by Mail	1,161	No Visitors	1,113	No Visitors	4.31%	No Visitors
Operations Center/ILL	485	No Visitors	386	No Visitors	25.65%	No Visitors
Location Total	290,248	145,781	292,056	126,087	-0.62%	15.62%
Digital Collections	198,218		190,462		4.07%	
Grand Total	488,466		482,518		1.23%	



TOTAL CIRCULATION

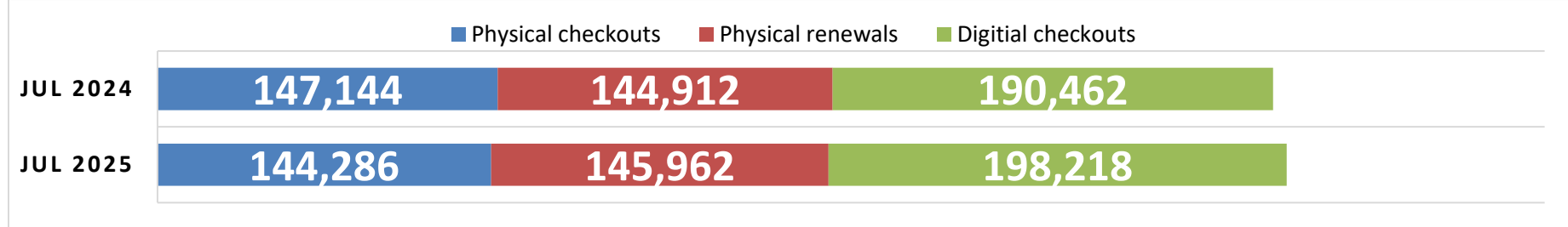


July 2025 – Library Activity: Checkouts and Visitors by Library



July 2025 – Total Circulation

	Jul 2025			Jul 2024			Change		
	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ	Checkout	Renew	Total Circ
Battle Ground	20,482	20,360	40,842	22,607	20,641	43,248	-9.4%	-1.4%	-5.6%
Klickitat Bookmobile	146	176	322	131	238	369	11.5%	-26.1%	-12.7%
Skamania Bookmobile	386	287	673	429	322	751	-10.0%	-10.9%	-10.4%
Cascade Park	30,449	32,271	62,720	30,954	32,482	63,436	-1.6%	-0.6%	-1.1%
Goldendale	3,151	2,663	5,814	3,219	2,793	6,012	-2.1%	-4.7%	-3.3%
Green Mountain		60	60		93	93	0.0%	-35.5%	-35.5%
La Center	3,373	2,813	6,186	3,706	2,798	6,504	-9.0%	0.5%	-4.9%
North Bonneville	229	138	367	105	97	202	118.1%	42.3%	81.7%
Ridgefield	6,516	6,272	12,788	5,852	5,614	11,466	11.3%	11.7%	11.5%
Stevenson	2,262	1,828	4,090	2,515	1,773	4,288	-10.1%	3.1%	-4.6%
Three Creeks	26,409	22,788	49,197	26,750	22,974	49,724	-1.3%	-0.8%	-1.1%
Vancouver	27,825	35,385	63,210	29,744	36,023	65,767	-6.5%	-1.8%	-3.9%
Vancouver Mall	4,601	5,071	9,672	4,603	5,381	9,984	0.0%	-5.8%	-3.1%
Washougal	3,882	3,437	7,319	4,152	3,603	7,755	-6.5%	-4.6%	-5.6%
Woodland	4,900	4,708	9,608	2,858	2,327	5,185	71.4%	102.3%	85.3%
White Salmon Valley	4,759	4,240	8,999	5,039	4,226	9,265	-5.6%	0.3%	-2.9%
Yacolt	3,343	2,510	5,853	3,165	2,411	5,576	5.6%	4.1%	5.0%
Yale	484	398	882	409	523	932	18.3%	-23.9%	-5.4%
Books by Mail	726	435	1,161	677	436	1,113	7.2%	-0.2%	4.3%
Operations Center/ILL	363	122	485	229	157	386	58.5%	-22.3%	25.6%
Total - Physical	144,286	145,962	290,248	147,144	144,912	292,056	-1.9%	0.7%	-0.6%
Digital Collections	198,218	0	198,218	190,462	0	190,462	4.1%		4.1%
Grand Total	342,504	145,962	488,466	337,606	144,912	482,518	1.5%	0.7%	1.2%



Media Report – August 18, 2025

Library holds strategic planning meeting in Goldendale (The Sentinel; Melissa Uhles; 7/16/2025)

https://www.goldendalesentinel.com/features/library-holds-strategic-planning-meeting-in-goldendale/article_34d64d4e-04b5-474c-813f-fdeb8f7e4695.html

FVRLibraries seeks library lid lift for first time in 15 years (The Columbian; Brianna Murschel; 7/17/2025)

<https://www.columbian.com/news/2025/jul/17/fvrlibraries-seeks-levy-lid-lift-for-first-time-in-15-years/>

Letter: Support for library is a bargain (The Columbian; Virginia Frederick; 7/17/2025)

<https://www.columbian.com/news/2025/jul/17/letter-support-for-library-is-a-bargain/>

Mayors, public safety funding, and libraries on Southwest Washington ballots for August 5 (OPB; Erik Neumann; 7/17/2025)

<https://www.opb.org/article/2025/07/17/washington-politics-election-ballot-mayor-stevenson-ilwaco-boudreau/>

Clark County voters to decide on library funding levy lift in upcoming election (KATU News; Shelby Slaughter; 7/23/2025)

<https://katu.com/news/local/clark-county-voters-to-decide-on-library-levy-lid-lift-vancouver-property-tax-money-politicsvote-election-ballot-information-washington>

Library's dinner and silent auction guest will be mystery novelist robert dugoni (The Columbian; Staff; 7/24/2025)

<https://www.columbian.com/news/2025/jul/24/libraris-dinner-silent-auction-guest-will-be-mystery-novelist-robert-dugoni/>

New Washougal Library tied to passage of FVRLibraries levy lid (The Post-Record; Doug Flanagan; 7/24/2025)

<https://www.camaspostrecord.com/news/2025/jul/24/new-washougal-library-tied-to-passage-of-fvrlibraries-levy-lid/>

Fort Vancouver Library system to cut hours, locations, programs, if August 5 levy fails (KPTV Fox 12; Spencer Schacht; 7/25/2025)

https://www.kptv.com/2025/07/26/fort-vancouver-library-system-warns-cuts-hours-locations-programs-if-aug-5-levy-fails/?fbclid=IwY2xjawLx6HhleHRuA2FlbQlxMQBicmlkETFSU1cwTW53V3lWTVBHOG95AR4GTtFkSKLFOK CJ8DFHkCMS4NPta2ScXBjaI38tA59fiQ3Kvo7IUP2b3Rk-nQ_aem_ZeHwvltDePXjoj58oVAuVQ

Editorial: Vote yes on FVRL library levy(Columbia Gorge News; Trisha Walker; 7/29/2025)

https://www.columbiagorgenews.com/free_news/editorial-vote-yes-on-fvrl-library-levy/article_753b580b-235e-4b86-ade0-cb27ef464a3a.html

Letter to the editor: Vote yes on Proposition 1 (The Reflector; Judy Zeider; 7/29/2025)

<https://www.thereflector.com/stories/letter-to-the-editor-vote-yes-on-proposition-1,384646>

Letter to the editor: Support libraries (The Reflector; Greta Stuhlsatz; 7/29/2025)

<https://www.thereflector.com/stories/letter-to-the-editor-support-libraries,384647?>

Vancouver voters to decide on key city council seat and crucial library levy on August 5 (KATU News; Web; 8/4/2025)

<https://katu.com/news/local/vancouver-voters-to-decide-on-key-city-council-seat-and-crucial-library-levy-tomorrow-august-5-elections>

Today is election day in Clark County (The Columbian; Mia Ryder-Marks; 8/5/2025)

<https://www.columbian.com/news/2025/aug/05/today-is-election-day-in-clark-county/>

FVRLibraries levy passing in initial election returns (The Columbian; Brianna Murschel; 8/5/2025)

<https://www.columbian.com/news/2025/aug/05/fvrlibraries-levy-passing-in-initial-election-returns/>

FVRL levy lid lift passing in early primary election results (The Reflector; Norman Helgason; 8/5/2025)

https://www.thereflector.com/stories/fvrl-levy-lid-lift-passing-in-early-primary-election-results,385047#google_vignette

Voters approving property tax increase for Fort Vancouver Regional Libraries (KATU News; Staff; 8/5/2025)

<https://katu.com/news/local/voters-approving-property-tax-increase-for-fort-vancouver-regional-libraries#>

Library levy vote passes (The Sentinel; 8/6/2025)

https://www.goldendalesentinel.com/news/library-levy-vote-passes/article_ed6e38c0-e933-4cd8-987e-c10e6b7cb9dc.html

FVRLibraries levy still passing in second-day ballot count (The Columbian; Sarah Wolfe; 8/6/2025)

https://www.columbian.com/news/2025/aug/06/fvrlibraries-levy-still-passing-in-second-day-ballot-count/?fbclid=IwY2xjawMBA1BleHRuA2FibQlXMQABHswlfqyofprKkg6dH458TKLVQMf13J8xURYEEz-6uoDntrjQkOvA-30ZhTjg_aem_v-1paf2FNPWk-TXfeMPKaA

Latest election results show FVRLibraries levy lid lift passing with most ballots processed (The Columbian; Shari Phiel; 8/7/2025)

https://www.columbian.com/news/2025/aug/07/latest-election-results-show-fvrlibraries-levy-lid-lift-passing-with-most-ballots-processed/?utm_medium=email&utm_source=newsletter&utm_campaign=Afternoon%20Briefing

Foundation Update

THE LEVY LID LIFT PASSED!



FVRL Foundation would like to extend its heartfelt gratitude to the many volunteers, Friends of the Library, community partners, and staff members who showed up and poured substantial personal time and effort into this initiative.

It is because of you that FVRLibraries remain open and welcoming, fully staffed with no disruption to services; that their shared spaces and bookmobiles will have expanded hours and be accessible by all; that there will be an increase in materials, programs, and outreach; that technology and facilities can be updated; and that building projects can move forward.

Even more importantly, not only did you make this happen, you made a difference. Your dedication and willingness to engage people and be an advocate for the Library has built and strengthened connections across the District, and you have helped us remind our communities why FVRLibraries are absolutely essential.

Thank you!

Upcoming Events

Tuesday, August 12

[Friends of Washougal Library Fundraiser at Danglicious Vietnamese Kitchen](#)

1887 Main St Suite E, Washougal
1:00pm–8:00pm

Monday, August 18

[FVRL Trustee Meeting](#)

Hybrid: Goldendale Community
Library and Zoom
6:00pm–8:00pm

Thursday, August 28

[FVRL Foundation Board Meeting](#)

Foundation office
3:00pm–4:30pm

Monday, September 1

[FVRLibraries Will Be Closed in Observance of Labor Day](#)

Saturday, September 13

[La Center Friends Pop-Up Book Sale](#)

La Center Community Library
10:00am–2:00pm

Monday, September 15

[FVRL Trustee Meeting](#)

Hybrid: Woodland Community
Library and Zoom
6:00pm–8:00pm

Washougal Building Campaign and Cornerstone Pledges

Washougal has 50 Cornerstones,
2 Stepping Stones, 3 Keystones,
2 Capstones, and
1 naming opportunity.

**Please note: some Cornerstones
have graduated to Stepping
Stones, which is why some
Cornerstone totals have decreased.*

How Board Members Can Help

–Spread the word about the Fred
Meyer Rewards program:
[fredmeyer.com/i/community/commu
nity-rewards](http://fredmeyer.com/i/community/community-rewards)

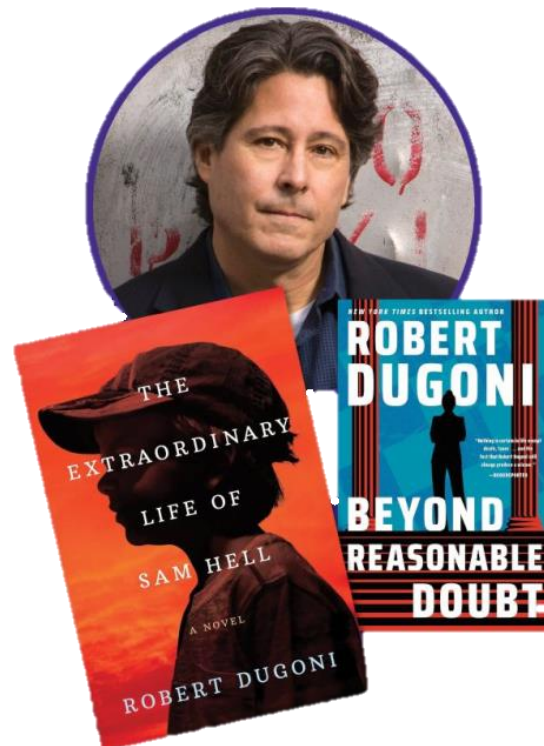


Authors & Illustrators

2025 DINNER AND AUCTION

**Don't forget to get your tickets for our upcoming gala
fundraiser!**

Join us at the Hilton Vancouver for an evening with Robert
Dugoni, author of more than 20 international bestsellers,
including *The Extraordinary Life of Sam Hell*.



This year's fundraiser is particularly special, as we're
celebrating FVRLibraries' 75 years of strengthening local
communities through exciting programs, essential
services, and a vast array of media and materials.

Tickets are available at fvrlfoundation.org.

We'll see you there!

OCTOBER 16 5:30–9:30 PM • HILTON VANCOUVER

\$125/INDIVIDUAL AND \$1,200/TABLE, PRIVATE RECEPTION \$30
Mark your calendar and don't miss this beloved literary evening!

FVRLibraries

Goldendale Community Library Klickitat County Bookmobile

August 18, 2025

Terra McLeod
Branch Manager

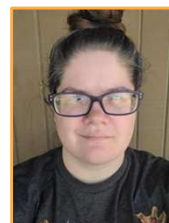
(& Interim Manager in
White Salmon Nov-Feb)



The Gold Team

Adrienne (3.3 years),
Berto (0.5 years), Christy
(10.3 years), Jen (7
years), Susan (21.25
years), Terra (4.5 years),
Tony (10 years), MJ (1
year), James (Facilities -
11 years)
& Our Subs: Deb (11
years), Falon (4 years),
Mary (6 years)
**= 89.5 magical years of
combined experience!**

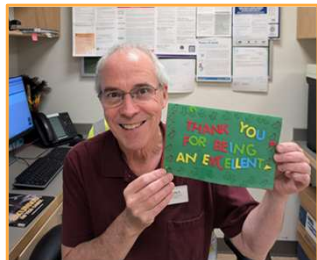
(& Interim Manager in
White Salmon Nov-Feb)



Goldendale Community Library



Trick or Treating at the Library



Handmade card by a young patron to our staff



Leaf pile for a young patron in the library front lawn

- Open for 110 years
- 4 Bookmobiles since 1973
- 2024 Circulation: 70,173
- 2024 Cardholders: 54.5% of population
- 2024 Visitors: 46,902
- 2024 Programs: 126
 - 2,012 attendees



Goldendale Community Library



The year in review: Programs



Goldendale Community Library



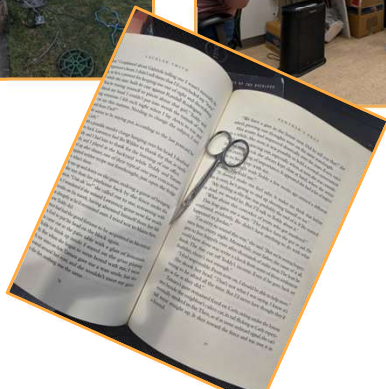
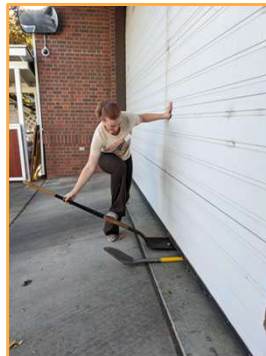
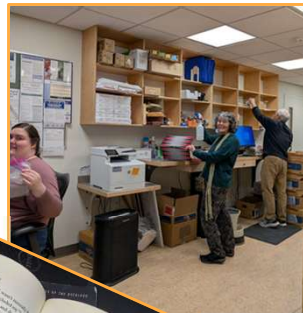
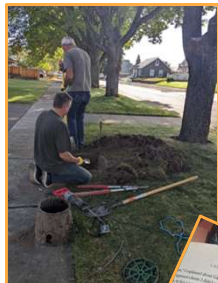
Goldendale Community Library



Summer
2025



Goldendale Community Library



Notable moments

- Sprinkler system
- Reading deck leak
- Garage door break
- Internet outages
- Interesting bookmark substitutes
- Community Conversation



Outreach & Partnerships



- School Literacy Night Visits
- Klickitat County Health Partnership programs



Outreach & Partnerships

Annual Scavenger Hunt Family



Outreach & Partnerships



- Goldendale Resource Fair
- OMSI Science Festival
- Planting Day
- Job & Resource Fair
- KVH Mental Health Fair



Service Points



Klickitat County
Population: 24,124
Land: 1,871.6 sq mi

Service area out of
Goldendale: 1,500 sq mi



Klickitat County Bookmobile



Klickitat County Bookmobile



Recurring Events

- Goldendale Back to School Bash
- Farmers Market
- Community Days Parade & Fair
- Alder Creek Pioneer Picnic & Rodeo
- Bickleton Community Day/Car Show
- Canyon Days Parade & Fair
- Goldendale Pride Block Party
- Back to School Bash
- Candy Cane Parade
- Goldendale Middle School Ag Fair
- Harvest Festival



Klickitat County Bookmobile



Klickitat County Bookmobile



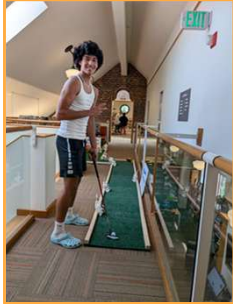
Friends of the Goldendale Library



- Ice Cream Social
- Parent Teacher Conferences
- 50th Anniversary



Friends of the Goldendale Library



Miniature Golf at the Library Fundraiser



Friends of the Goldendale Library



Basement Bookstore Opens



Thank you

"In the case of good books, the point is not to see how many of them you can get through, but rather how many can get through to you."

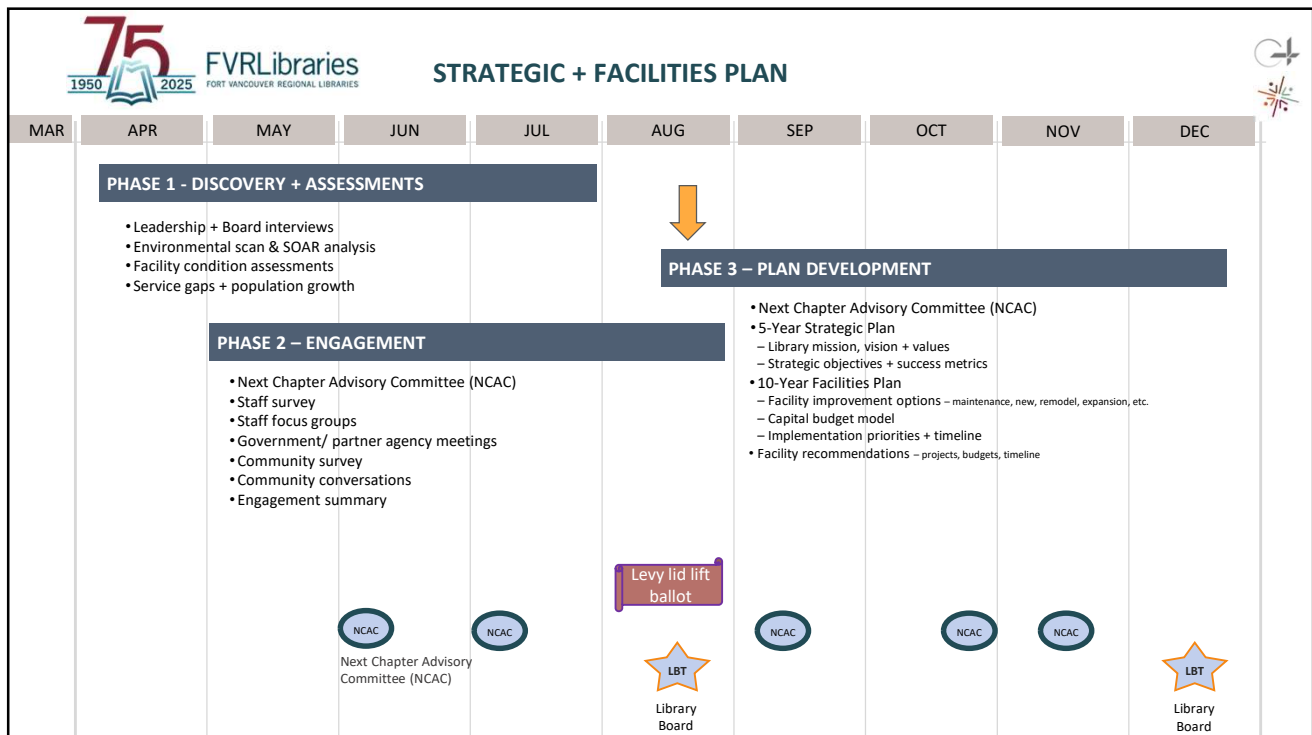
—Mortimer J. Adler





Strategic Plan & Facilities Master Plan

Board of Trustee Meeting
August 18, 2025



Community Engagement Activities

Next Chapter Advisory Committee

- Alicia Gomori, FVRLibraries
- Jennifer Giltrop, FVRLibraries
- Mary Williams, FVRLibraries
- Marie Coffey, FVRLibraries
- Olga Hodges, FVRLibraries
- Terra McLeod, FVRLibraries
- Barrie Olmstead, FVRLibraries
- Devon Laing, FVRLibraries
- Andy Parsons, FVRLibraries
- June Knudson, North Bonneville & Stevenson Friends of the Library
- Jane Higgins, Battle Ground Friends of the Library
- Jenny Wilkerson, FVRL Foundation
- Susan Smith, Ridgefield School District
- Mike Nerland, ESD 112
- Angela Badastini, Home School Advocate
- Ty Stober, City of Vancouver
- Marla Keethler, City of White Salmon
- Joe Walsh, City of Washougal
- Amy Tanska Ott, Greater Vancouver Chamber
- Michelle Milner, ZOOM Info
- Tanna Engdahl, Cowlitz Indian Tribe
- Brad Richardson, Clark County Historical Museum
- Sasha Bentley, Washington Gorge Action Programs
- Lyn Love, Workforce Southwest Washington
- Travis Platz, South Central Workforce
- Stella Koitzsch, La Center High School



Community Engagement Activities

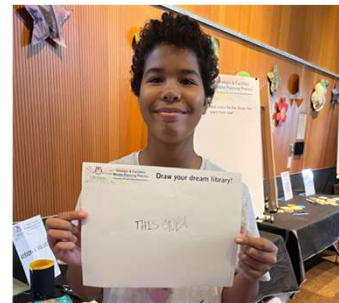
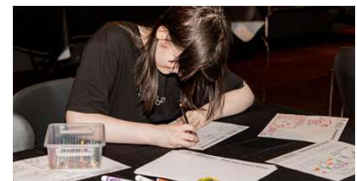
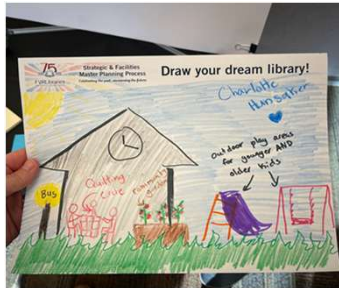
- **Community Survey**
 - Open June through August 24th
- **Staff Survey**
 - Open May through June (closed) ✓
- **FVRL Staff Focus Groups**
 - June 25 ✓
 - July 9 ✓
 - July 15 ✓
- **Community Conversations**
 - Battle Ground: Tue, July 1, 5-7 pm ✓
 - Goldendale: Thu, July 10, 4-6 pm ✓
 - Cascade Park: Wed, July 16, 5-7 pm ✓
 - Downtown Vancouver: Tue, July 22, 5-7 pm ✓
 - Stevenson: Mon, July 28, 4-6 pm ✓
 - Virtual: Wed, July 30, 12-1:30 pm ✓
 - Ridgefield: Wed, July 30, 5-7 pm ✓



- **FVRL Tabling & Outreach Events**
 - Summer fairs & festivals across the district
- **Government / Partner Agency Meetings**



Our Dream Library



ENVIRONMENTAL SCAN



ENVIRONMENTAL SCAN

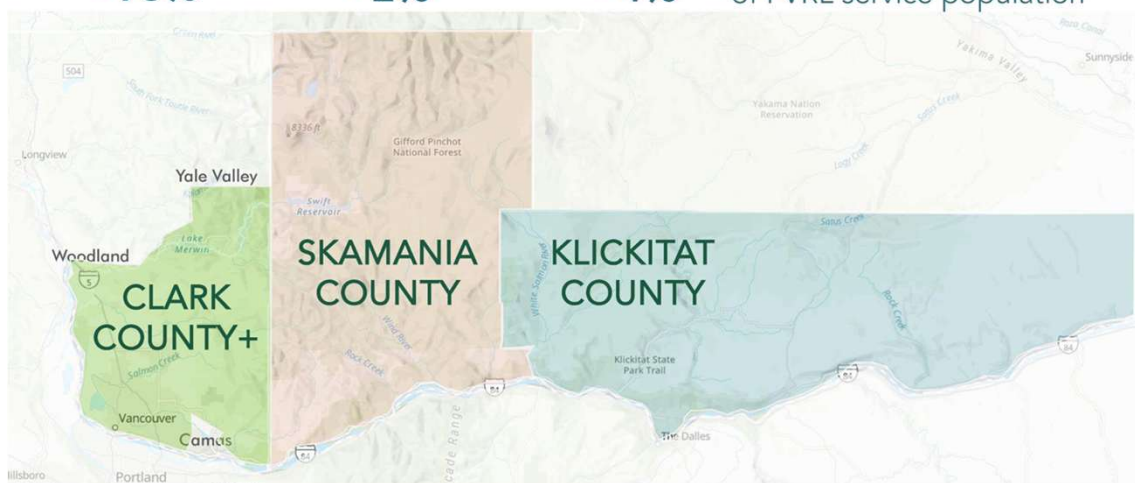


~512,000
~93%

~12,700
~2%

~24,000
~4%

District residents
of FVRL service population



~550,000 FVRL District service population total

ENVIRONMENTAL SCAN

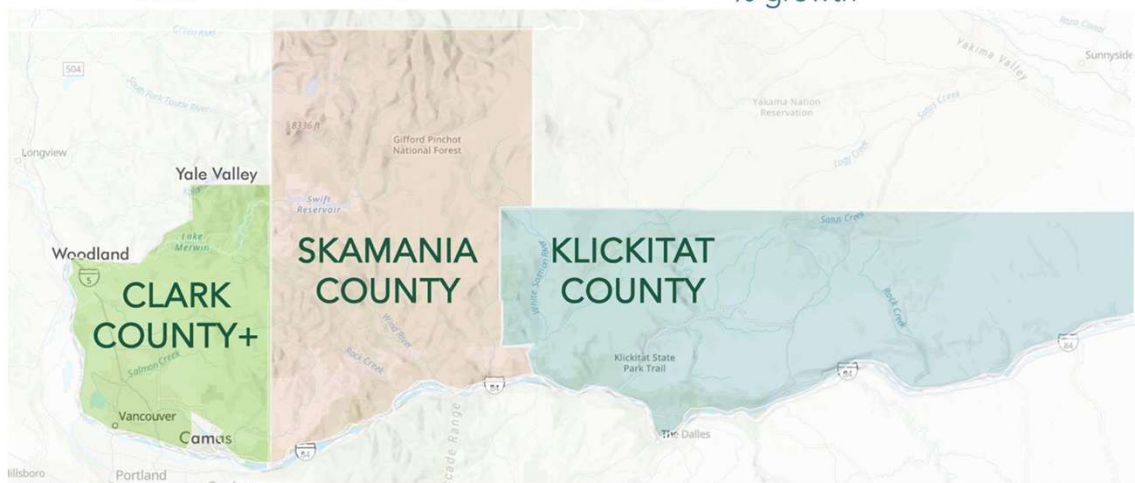


+185,000
36%

+1,300
10%

+3,000
13%

population increase
% growth



~35% growth by 2045 = ~735,000 people

ENVIRONMENTAL SCAN



ENVIRONMENTAL SCAN



FVRL FACILITIES



~83%
~93%

~4%
~2%

~13%
~4%

of library space
of FVRL service population



FVRL FACILITIES

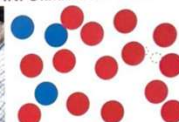


FVRL FACILITIES

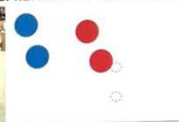


and I value...

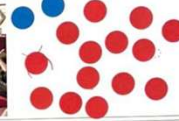
ACCESS TO BOOKS, INFORMATION + MEDIA



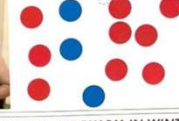
SUPPORT FOR ENTREPRENEURS + BUSINESSES



SPACE + ACTIVITIES FOR TEENS + TWEENS



ACTIVITIES TO PARTICIPATE IN TOGETHER



PLACES TO STAY COOL IN SUMMER/WARM IN WINTER

ADD IT

If anything was possible, what would you add to your library?



SOAR Analysis

Strengths

Opportunities

Aspirations

Results

- **Board & Leadership Interviews - May 2025**
- **NCAC**
 - Meeting #1 - June 2025
 - Meeting #2 - July 2025
- **Staff Listening Sessions - June & July 2025**
- **Community Conversations - July 2025**



Emerging Engagement Themes



QUESTIONS + DISCUSSION



**Fort Vancouver Regional Library District
Staff Report 2025-08
Surplus 2006 Toyota Sienna Van**

To: FVRL Board of Trustees
From: Jennifer Giltrop, Executive Director
Date: August 18, 2025
Subject: Surplus 2006 Toyota Sienna Van

Summary

The 2006 Toyota Sienna Van (VIN 5TDBA23C6S066481) is recommended for surplus. The van is 20 years old and has 143,582 miles. It is no longer needed for use by the district. According to Kelly Blue Book, there is a value of \$3,140 - \$4,859. It is suggested to err on the low end due to the repairs needed. The rear brakes and rotors need to be replaced. The tires need to be replaced due to age. The rear seat is stuck in the stowed position. There is body damage to the rear passenger quarter panel and sliding door.

Recommendation:

Approve Resolution 2025-09 to authorize the surplus of the 2006 Toyota Sienna Van (VIN 5TDBA23C6S066481) to be sold or discarded.



Surplus Authorization Request

The following FVRL items, see attached list, have been removed from inventory and prepared for surplus in accordance with the Asset Management Policy:

Disposition

The Board of Trustees must approve the disposition of all Capital Assets prior to the asset being removed from inventory, including but not limited to real property such as land, buildings, building improvements, etc. The Finance Director is authorized to declare any single item of FVRL personal property with a current fair market value of \$1000 or less as surplus property without Board approval. Surplus property items will at a minimum be past their useful life (see WA Office of Financial Management's *Useful Life Schedule*).

The Finance Director or their designee shall establish the current fair market value prices for any surplus items. Items with restrictions on disposition such as grants, debt or gifts will be managed by the Finance Director or their designee.

2006 Toyota Sienna Van

The 2006 Toyota Sienna Van (VIN 5TDBA23C6S066481) is requested to be surplus. The van is 20 years old and has 143,582 miles. According to Kelly Blue Book, there is a value of \$3,140 - \$4,859. It is suggested to err on the low end due to the repairs needed. The rear brakes and rotors need to be replaced. The tires need to be replaced due to age. The rear seat is stuck in the stowed position. There is body damage to the rear passenger quarter panel and sliding door.

Requested by  Date 8/8/25
Robin Thompson, Facilities and Fleet Director

Authorized by  Date 8/8/25
Jennifer Giltrop, Executive Director

2018 Grand Blvd, Vancouver Washington 98661 • 360-906-5000 • fvrl.org

Library locations: Battle Ground, Cascade Park, Goldendale, La Center, North Bonneville, Ridgefield, Stevenson,
Three Creeks, Vancouver, Vancouver Mall, Washougal, White Salmon Valley, Woodland, Yacolt, Yale

**FORT VANCOUVER REGIONAL LIBRARY
RESOLUTION: 2025-09
SURPLUS 2006 TOYOTA SIENNA VAN**

**RESOLUTION OF THE FORT VANCOUVER REGIONAL LIBRARY DISTRICT
BOARD OF TRUSTEES DECLARING FORT VANCOUVER LIBRARY DISTRICT
EQUIPMENT AS SURPLUS AND AUTHORIZING ITEMS TO BE SOLD or DISCARDED**

The regular meeting of the Board of Trustees of the Fort Vancouver Regional Library was held on Monday, August 18, 2024 at the Goldendale Community Library and attended by a quorum of the Board of Trustees for the conduct of such business; and, after due consideration and deliberation, the following resolution was duly passed by a majority vote of Trustees attending.

WHEREAS, the FVRL Board of Trustees has authorized the purchase of item(s) through budget approval; and

WHEREAS, FVRL effectively utilizes its equipment to maximize service, which may result in deterioration of said equipment; and

WHEREAS, FVRL has determined that the 2006 Toyota Sienna Van (VIN 5TDBA23C6S066481) does not make financial sense to repair and has 143,582 miles and therefore unsuitable for library use; and

WHEREAS, in order to dispose of the no longer needed vehicle, the FVRL Board of Trustees must declare the item as surplus which allows staff to sell or dispose of the asset;

NOW THEREFORE BE IT RESOLVED: that Fort Vancouver Regional Library District Resolution 2025-09, approving the Surplus 2006 Toyota Sienna Van (5TDBA23C6S066481) as adopted.

Approved: K Morgan
Chair, Kristy Morgan

Attested: Marie Coffey
Secretary, Marie Coffey

Date: 8/18/2025



August 5, 2025 Primary

Last updated on 08/18/2025 4:15 PM

FT VANCOUVER REGIONAL LIBRARY DIST. Proposition No. 1 *Multi-county race. Results include all counties involved.			
County	Measure	Vote	Vote %
Clark	Yes	49,351	54.33%
	No	41,477	45.67%
Cowlitz	Yes	377	40.76%
	No	548	59.24%
Klickitat	Yes	3,168	56.2%
	No	2,469	43.8%
Skamania	Yes	1,538	50.63%
	No	1,500	49.37%
Combined Total			
All	Yes	54,434	54.2%
	No	45,994	45.8%
Total Votes		100,428	100%

Library LEVY Vote

Aug
5
2025

August 5, 2025 - FVRL Levy Lid Lift Passed

The levy rate will be restored to \$0.50 per \$1,000 of assessed value.

FVRLibraries will build on the services our communities rely on—extending hours, expanding access, and adapting programs, spaces, and technology to meet local needs.

At the April 21, 2025 Board of Trustees meeting, the following were the approved actions should the Levy Lid Lift ballot initiative pass:

- **Add 91 open hours/week across the district**
 - A 13% increase—more library and bookmobile hours for greater access
- **Add staffing to match expanded hours—equal to 18 full-time positions**
 - Supports longer weekly schedules across branches and bookmobiles
- **Continue dedicating 12% of the budget to books, games, streaming services, and online materials**
 - Helps reduce wait times and expands choices, with a \$450,000 increase in 2026
- **Increase programs and outreach by 13%**
 - Adds to the 5,203 programs offered in 2024—more storytimes, events, and learning opportunities across the district
- **Update technology and spaces to reflect changing community needs**
 - Upgrades public computers, in-library technology, and physical spaces to support how people work, learn, and connect—now and in the future
- **Launch a new Clark County bookmobile**
 - Expands service to areas without a nearby library and connects resources with underserved communities
- **Open the new Washougal Community Library in 2027**
 - Adds a full-service location to serve a growing area and support future community needs
- **Add another community library by 2030**
 - Location to be determined through the master facilities planning process



Purchasing and Procurement Policy

PURPOSE

The Fort Vancouver Regional Library District's (FVRL) Purchasing and Procurement Policy serves as a directive for staff when obtaining proposals, bids and quotes for public works projects, purchases of goods, and procurement of professional services. The intent of the policy is to ensure that FVRL is in compliance with applicable procurement laws and, ensuring responsible stewardship of public funds.

POLICY STATEMENT

FVRL will use a competitive process to solicit and evaluate proposals, quotes and bids based on relevant procurement laws. Procurement procedures and guidelines will be established and maintained by the Executive Director or their designee to assure a competitive, open, fair and compliant process.

PUBLIC WORK PROJECTS

Public work is defined ([39.04.010 RCW](#)) as all work, construction, alteration, repairs, or improvements, other than ordinary maintenance, on any public building or property.

PREVAILING WAGES

All public work projects require payment of prevailing wages under [39.12 RCW](#). Contractors must be told in advance that prevailing wages must be paid to all employees who work on the contract. It is the contractor's responsibility to file a Statement of Intent to Pay Prevailing Wages and applicable affidavits with the Industrial Statistician of the Department of Labor and Industrial Services. It is FVRL's responsibility to ensure compliance, as applicable, before payments are made to contractors.

SMALL WORKS ROSTER

By Resolution ~~2024-06~~ [2025-08](#), public works projects of more than \$150,000 and less than \$350,000 may use a Small Works Roster (SWR) process to solicit bids.

FORMAL BIDDING ADVERTISING REQUIREMENTS



For public works projects that do not use the SWR or cost more than \$350,000, FVRL will publish a notice at least once in a local newspaper and no less than thirteen (13) days prior to the closing of the bid period. If the advertising is for a public works project, it will include notification that the work is subject to prevailing wages laws. [[39.04.010/39.12.010-020 RCW](#)]

ALTERNATIVE PURCHASING METHODS

Where the application of competitive procedures would lead to undesirable, uneconomical or impractical results, FVRL may also use alternative procurement methods for public works projects, such as use of design-build or general contractor/construction manager procedures, sole source or turnkey acquisition, or other alternative procurement methods permitted under Washington state law.

CHANGE ORDERS

A change order is an alteration to a project during construction that is not consistent with the proposal specifications upon which the contract was awarded. Change orders are contractual requirements used to manage new or unforeseen circumstances to a project. In the course of a project, bona fide emergencies may arise and incidental alterations may well be required. As a general rule, a change order should not be used to remedy defective work or for the loss of a contractor from failure to perform or bankruptcy. A competitive process should be used in such cases.

DAY LABOR

FVRL reserves the right to use library staff as day labor on projects with an estimated cost up to \$50,000 (single craft) or \$100,000 (multiple craft). [[35.23.352 RCW](#)]

EMERGENCIES

Emergency contracts for public works and purchasing is used only to avoid immediate hazard to life, to preserve FVRL's property, or to prevent significant service disruptions per [39.04.280\(3\) RCW](#). In such a situation, the Executive Director or their designee may declare that an emergency situation exists, waive competitive proposal requirements, and award all necessary contracts on behalf of FVRL to address the emergency. If a contract is awarded without competitive requirements due to an emergency, written proof of the existence of an



emergency must be provided to the Board of Trustees and entered into the recorded minutes at the next Board of Trustees meeting following the contract's award.

ON-CALL SERVICES

FVRL uses on-call vendors/contractors to complete non-routine maintenance and small repair projects. Frequently the work includes troubleshooting to determine the proper course of action to resolve a building or equipment failure. Vendors and contractors may be selected from the appropriate SWR and local vendors can be used as needed for emergency situations.

MAINTENANCE

Ordinary maintenance is defined ([296-127-010 WAC](#)) as maintenance work performed by the regular employees of the political subdivision of the state. Maintenance is defined as keeping existing facilities in good usable, operational condition. Ordinary maintenance is defined as maintenance work performed by the regular employees of the political subdivision.

Ordinary maintenance is not considered a public work and state law does not require a competitive bidding process. Maintenance performed by contract and meeting the definition of public work will comply with procurement requirements applicable based on contract amount.

PERFORMANCE BONDS, RETAINAGE AND CLOSE OUT

FVRL will require performance bonds and/or withhold retainage on public works projects as follows:

- Performance bonds will be required on all projects at or above \$150,000.
- Retainage in the amount of 5% will be held on all non-maintenance public works contracts.
- If FVRL requires a bid bond, it will be stated in the bid documents.
- FVRL will consider a retainage bond in lieu of withholding of retainage as applicable.

PHASING

FVRL may not break a public works project into separate phases to avoid compliance with procurement laws, which prohibit the division of a project into units of work or classes of work



to keep costs below the bidding threshold, even though those phases are performed at different intervals of time.

CONTRACT AWARD

FVRL awards contracts to the lowest bidders deemed both responsive and responsible:

- Responsive – responded to all bid items and included all required elements
- Responsible – one who meets a set of “responsibility criteria” as defined in state law ([39.04.350 RCW](#)). The criteria typically include being properly licensed, registered, and insured.

FVRL will verify that the vendor is eligible to do work in the state of Washington prior to awarding a contract.

ARCHITECTS AND ENGINEERS

Chapter [39.80 RCW](#) requires that any service that would be provided by a professional, such as a registered architect, engineer, land surveyor or landscape architect must be procured through qualifications-based selection. Requests for qualifications (RFQ) ask proposers to submit qualifications, if not already on file, for a proposed scope of services in response to FVRL’s specific needs. Qualified consultants may be used by FVRL for additional projects within three (3) years of qualification.

PURCHASES OF SUPPLIES, EQUIPMENT AND SERVICES

FVRL shall purchase and acquire supplies, equipment, and services pursuant to [39.34 RCW](#). Purchased goods and services that meet FVRL’s requirements should be sought for competitive prices and exclude sales tax, shipping, and handling fees from total cost when considering bid limits. Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).

PROFESSIONAL SERVICES

This includes professional and/or technical expertise provided by a consultant to accomplish a specific study, project, task, or other scope of work, not including professional architecture and engineering services. These services will be competitively solicited through a formal Request for



Proposal for projects/services needed by FVRL that are expected to exceed \$75,000. For projects and services over \$10,000 and under \$75,000, FVRL will obtain a minimum of three quotes. In addition, FVRL will ensure professional services using federal funds will meet applicable competitive procurement requirements.

GENERAL PROVISIONS

CONFLICT OF INTEREST

No FVRL Trustee or employee may benefit, directly or indirectly, in whole or in part, from any FVRL contract for goods or services nor accept any compensation, gratuity or gift in connection with such contracts. [[42.23.030 RCW](#)]

GOVERNMENT CONTRACTS & PIGGYBACKING

FVRL is authorized:

- To purchase equipment, supplies, furnishings, and other property through federal government contracts to obtain the best possible price which are exempt from bidding requirements. [[39.32.070-090 RCW](#)]
- To use contracts offered through Washington State DES, once establishing a Master Use Agreement [[39.26.050](#) and [39.26.060 RCW](#)].
- To rely on the contract award of another government contract, Piggybacking. FVRL will follow piggybacking compliance requirements [[39.34 RCW](#)].

These options allow pricing to be extended to FVRL from other governments and may provide other efficiencies. FVRL will ensure compliance with all applicable requirements when utilizing contracts awarded by others.

SALES TAX

Sales tax applies to nearly every sale of tangible personal property and some services. For solicitation purposes, the tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchased separately from a public work.

SMALL, MINORITY, WOMEN AND VETERAN OWNED FIRMS



FVRL encourages small, minority, women and veteran owned firms to bid on our public works projects, services and purchases. However, FVRL does not discriminate against or give preferential treatment to any business.

SOLE SOURCE PROVIDERS

Sole source exceptions to procurement are used when, due to unique characteristics of the requested product/service there is only one product or service capable of fulfilling FVRL's requirement and only one vendor that provides that product or service. Validation of a vendor as a sole source provider and pre-approval by the Executive Director is required prior to any sole source purchase or acceptance of bid.

TRANSPARENCY AND REPORTING

FVRL will maintain and annually produce for the Board of Trustees a list of all public works contracts awarded.

WARRANTIES

FVRL requires warranties on all public works projects and repairs for a minimum of one year. Longer warranties may be negotiated for specific projects.

ADMINISTRATION

The Executive Director or designee is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making the policy available for the public via the library's web site.

SEVERABILITY

The Board of Trustees hereby declares its intention that the provisions of this policy are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, chapter, title or other portion of this policy, or the invalidity of the application thereof to any person or circumstance shall not affect the validity of the remainder of the policy, or the validity of its application to other persons or circumstances.

CONTINUANCE



The Board of Trustees hereby declares its intention that the provisions of this policy shall be construed and applied as a *continuation* of the provisions of the policy, as amended, insofar as applicable, and the repeal of any part of this policy shall not be construed as affecting such *continuous* application.

Relevant policies: [Fiscal Management Policy](#), [Asset Management Policy](#)

Approved and adopted by the Board of Trustees: Original Policy 5/15/2017; Revised 3/19/2018, 5/18/2020, 8/19/2024, [X/X/2025](#)

FORT VANCOUVER REGIONAL LIBRARY DISTRICT

Resolution 2025-08

MRSC ROSTERS: SMALL PUBLIC WORKS, CONSULTANT AND VENDOR ROSTERS RESOLUTION

A RESOLUTION OF THE BOARD OF TRUSTEES OF FORT VANCOUVER REGIONAL LIBRARY DISTRICT (FVRL) ON THE SUBJECTS OF ESTABLISHING A SMALL PUBLIC WORKS ROSTER AND THE AUTHORITY TO USE THE ROSTER PROCESS TO AWARD SMALL PUBLIC WORKS CONTRACTS, A CONSULTANT SERVICES ROSTER FOR GENERAL CONSULTING AND OTHER PROFESSIONAL SERVICES, AND A VENDOR ROSTER FOR GOODS AND SERVICES.

WHEREAS, RCW 39.04.151-154 and other laws regarding contracting for public works by authorized local governments, allow certain contracts to be awarded by a small works roster process; and

WHEREAS to be able to implement a small works roster and process, FVRL is required to adopt a resolution, establish reporting procedures that are publicly available, and

WHEREAS, chapter 39.80 RCW and other laws regarding contracting for consulting services by municipalities allow certain contracts to be awarded by a consultant roster process; and

WHEREAS, RCW 39.04.190, regarding purchase of materials, supplies, or equipment not connected to a public works project, allows certain purchasing contracts to be awarded using a vendor list.

NOW, THEREFORE, FORT VANCOUVER REGIONAL LIBRARY DISTRICT HEREBY RESOLVES AS FOLLOWS:

Section 1. Resolution 2024-06 is hereby repealed and replaced with this Resolution.

Section 2. MRSC Rosters. FVRL hereby elects to use the statewide small works roster established under [RCW 39.04.151\(2\)](#) and administered by the Municipal Research Services Center of Washington (MRSC).

Section 3. Small Works Roster. FVRL adopts the following to use in the management and awards of small public works projects as allowed under RCW 39.04.152. FVRL will maintain separate procedures and contracting templates for small works roster contracts.

- A. Small Works, as defined by RCW 39.04.152 are public works projects estimated to cost \$350,000 or less, excluding sales tax, for the construction, renovation, remodeling, repair, or improvement of real property.
- B. A Small Works Roster is a pre-established list of properly licensed contractors, registered to do business with FVRL under selected project types and (work) categories.
- C. The Small Works Roster process is an alternative to publicly advertising public work projects.

- D. Every small works contract is subject to the same public works bidding, award, and compliance requirements of chapter 39.04 RCW unless specifically included in RCW 39.04.151-154, this resolution, or the incorporated policies or procedures.
- E. Only those contractors registered with MRSC Rosters will be invited to bid on small works roster projects.
- F. **Invitations for bid** shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.
- G. Small Works contracts will be awarded to a responsible contractor (RCW 39.04.350) submitting the lowest responsive bid.
- H. Small Works bidding and award information will be entered by FVRL into the statewide small works roster platform immediately upon conclusion of each small works roster award.
- I. Small Works bidding and award data will be part of FVRL's procurement files and records and all documents will be available for review with the FVRL'S public records officer.
- J. **Annual Notification and Invitation.** At least once a year, MRSC shall, on behalf of the FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and invite contractors to register on the statewide small works roster. Additionally, as required by RCW 39.04.151(1)(c), MRSC will notify the Office of Minority and Women's Business Enterprise (OMWBE) directory of certified firms and invite small businesses to apply to the roster.
- K. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC and meets minimum State requirements for roster listing.

Section 4. Consultant Services Roster. FVRL adopts the use of the MRSC Rosters Consultant Roster (vendor list) to be used for the procurement and award of consultant services.

- A. **Consultant Services.** Consultant services can be "personal services" such as technical expertise, studies, project management, planning, or similar, or "architecture and engineering services" or "professional services" services as defined by chapter 39.80 RCW. For all services, FVRL reserves the right to procure using methods other than formal sealed bidding (low bid) as afforded under RCW 39.04.190.

- B. **Soliciting to join the Consultant Roster.** MRSC Rosters, as provided as part of their membership service, will publish twice a year, in a newspaper of general circulation within FVRL's counties, a notice of the existence of the Consultant Roster and solicit consultants to join on our behalf. (RCW 39.04.190(2))
- C. **Procuring Consultants.** FVRL adopts the following as policies, procedures or similar when contracting for consultant services:
1. **Personal Services.**
 - a. Personal consultants, firms and individuals that provide subject matter expertise, or services more intellectual in nature such as studies, accounting, legal, project management, or similar shall be procured using a Request for Proposal (RFP). Selection should be based on the best value provided to FVRL and include scoring on experience and expertise in the field or industry needed, a proposed approach to completing services, capabilities of the businesses staff, time, and cost to complete the work.
 2. **Professional Services.**
 - a. Professional architecture and engineering services shall be procured under the requirements of chapter 39.80 RCW, using the MRSC Consultant Roster. Procuring professionals will be through a Request for Qualification (RFQ) and/or Request for Proposals (RFP) with Qualifications. Price and/or the cost of the professional services will be 10% or less of the overall score. Selection criteria should clearly define the scope of services and the details on how FVRL will determine the most qualified professional (or firm), which will be different depending on FVRL's needs.
 3. **Electronic Submissions.** As required by RCW 39.04.190(2), FVRL established the following procedure for securing written proposals or submittals for consultant services.
 - a. Unless otherwise adopted, through establishment of an e-procurement tool, FVRL will use email communications to request and receive submissions.
 - b. An RFQ or RFP shall be developed that will include at a minimum a description of the services needed, the time of performance, the scoring criteria with descriptions and relative weighting, the schedule with due dates, and any other relevant information. Attached to each RFQ or RFP shall be the intended contract to be signed, as applicable.
 - c. A selection committee will be formed with at least 3 staff members to review and score the submissions. The selection committee will sign statements attesting they have no conflicts of interest in the matter and all proceedings will be confidential until Award.
 - d. A list of business will be pulled from the MRSC Rosters consultant roster under the category of need, and an email request will be sent only to the

businesses on the roster list of businesses and / or FVRL will publicly solicit RFP's and RFQ's when required by FVRL policy thresholds.

- e. Once submittals are received, the selection committee will review, score, and recommend award to the consultant scored the highest.
- f. **Records.** The original request, responses, scoring, and award documentation will be kept in FVRL's records and will be available upon request.

4. **Award of Consultant Contracts.**

FVRL reviews and scores all proposal(s) or statements of qualifications received, negotiates or similar and then awards the contract.

- D. **Posting of Awards.** In accordance with RCW 39.04.200, all consultant/services contracts awarded through the MRSC Consultant Roster process will be posted to FVRL's website at least every other month.

Section 5. Vendor Roster. FVRL adopts the use of the MRSC Rosters Vendor Roster (vendor list) to be used for the procurement and award of materials, supplies, equipment or similar. The following vendor list roster procedures are established for use by FVRL pursuant to RCW 39.04.190.

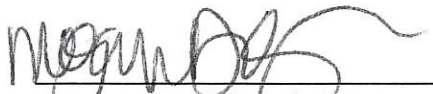
- A. **Purchase of materials, supplies, or equipment not connected to a public works project.** FVRL is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment not connected to a public works project where the cost will not exceed the statutory threshold of FVRL. FVRL will attempt to obtain the lowest practical price for such goods and services.
- B. **Publication.** At least twice per year, MRSC shall, on behalf of FVRL, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add vendors licensed to do business in the State of Washington to the Vendor Roster at any time when a vendor completes the online application and meets and minimum requirements.
 - 1. The Executive Director or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster, based on purchases meeting policy threshold requirements to obtain written quotations from the vendors for the required materials, supplies, or equipment;
 - 2. The Executive Director or their designee, shall not share written quotations received from one vendor with other vendors soliciting for the bid to provide the materials, supplies, or equipment;

3. A written record shall be made by the Executive Director or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;
- C. **Determining the Lowest Responsible Bidder.** FVRL shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected, and FVRL may call for new bids. Competitive pricing is not required for the acquisition of library materials and resources (books, magazines, media, electronic databases, etc.).
 - D. **Award.** All of the bids or quotations shall be collected by the Finance Director or their designee.
 1. The Board of Trustees delegates the authority to award bids to the Executive Director of FVRL for materials, supplies, or equipment costing less than or equal to the policy threshold of the agency, the Executive Director shall have the authority to award contracts without Board of Trustee approval, provided that the Board of Trustee shall ratify the Executive Director's approval at the next scheduled Board of Trustee meeting by means of the consent agenda. For materials, supplies or equipment costing more than the policy threshold of FVRL the Board of Trustees shall award all vendor contracts.
 - E. **Posting of Awards.** In accordance with RCW 39.04.200, all vendor contract awards will be posted to FVRL's website at least every other month. The posting will include the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

PASSED this 18 day of August, 2025.



Kristy Morgan, Chair



Megan Dugan, Vice-Chair



Rules of Conduct Policy

The Board of Trustees of the Fort Vancouver Regional Library District (FVRL) has established the following rules of conduct to protect the rights and safety of library patrons and staff and to preserve and protect the library's materials, equipment, and property. The Board is committed to providing all patrons a pleasant library environment and to enabling staff to give quality service both in person and online.

WHEN USING THE LIBRARY

- Expect to receive fair, courteous, and equitable treatment. Request physical accommodation or assistance when needed to allow you full use of library services.
- Ask library staff for help; they are here to assist you. Share with library staff your suggestions about how we can improve our services, collections, and facilities.
- Adhere to established library policies and procedures.
- Respect the rights and privacy of other library patrons and staff. Set cell phones to silent or vibrate and use in a manner that is not disruptive to others. Be mindful of noise levels when talking or comforting an upset child. Ask permission of others before taking pictures.
- Eat and drink in designated areas only. Beverages in securely covered containers are permitted; only water is allowed near vulnerable equipment and materials.
- All belongings/bags brought into the library must be carried in a single trip, kept contained, out of the way of others and within your reach at all times. Do not leave belongings unattended. The library is not responsible for items that are lost, stolen or damaged in the library or on library grounds.
- Maintain orderly and safe entry/exit by not loitering in high traffic areas, doorways, aisles and stairways, and keep personal items from interfering with others' access to the library.
- Small carts and baby strollers are welcome unless they interfere with others ability to access the library.

THE FOLLOWING BEHAVIORS ARE PROHIBITED AT THE LIBRARY

1. Engaging in or attempting to engage in any activity that would be a violation of any federal, state or local criminal law, statute or ordinance.
2. Engaging in sexual activities including physical contact with self or others as well as sexually harassing comments or behaviors.

3. Possessing, selling, distributing, consuming or being impaired by or under the influence of a controlled substance or alcohol. (See Meeting Space Usage Policy for exceptions to alcoholic beverages)
4. Refusing to comply with the direction of a library staff member.
5. Violating US copyright laws or the Library Internet Use Policy.
6. Engaging in loud, disruptive, destructive, or unsafe behavior that interferes with others' use of the library or with the ability of staff to perform their job duties.
7. Engaging in threatening or harassing behavior that creates a hostile environment on library premises or through remote communication such as frequent or abusive chats, texts or phone calls.
8. Consuming tobacco products or e-cigarettes in library buildings or within 25 feet of any entrance or open window, per RCW 70.160.
9. Destroying, damaging, or defacing library facilities, materials, equipment or software.
10. Bringing animals into the library other than trained service animals (as defined by law), except as approved by authorized library staff.
11. Using another person's library account without their permission.
12. Openly viewing sexually explicit material.
13. Dressing inappropriately (bare feet or bare chest), per RCW 27.12.290.
14. Discomforting others due to offensive body odor, per RCW 27.12.290.
15. Improper use of library grounds (camping, skateboarding, overnight parking, etc.); or library restrooms (bathing, shaving, loitering, washing clothes, etc.).
16. Monopolizing library spaces (sleeping, excessive belongings, congregating, etc.) or otherwise interfering with others' access to the library.

Consequences for violating rules 1–4

Violators may be immediately excluded from all FVRL premises without prior warning at discretion of staff. *Any person engaged in illegal activity may lose all library privileges for up to life and the incident may be reported to the appropriate law enforcement agency.*

Consequences for violating rules 5–16

Violators will be given up to two warnings at the discretion of staff and may be excluded for up to one year. Consequences for repeated behavioral infractions of the same or similar nature may have cumulative exclusions (ie, one day, one week, one month, one year) at the discretion of library staff. FVRL reserves the right to trespass repeat offenders through the appropriate law enforcement agency.

UNATTENDED MINOR CHILDREN (UNDER 18) AT THE LIBRARY

Children under the age of 18 are welcome at the library at all times. Parents and guardians are responsible for the behavior of their minor children whenever they are in library buildings or on library property, including the materials they choose to read or view including through the use of library computers. Compliance with US copyright law and the FVRL Library Internet Use Policy is the joint responsibility of the minor and their parent or guardian.

Leaving children unsupervised or unattended anywhere on library premises is not acceptable when the child's behavior becomes an issue to their own or other's comfort, well-being and safety. Young children must remain under the supervision of an adult or responsible caregiver at all times.

RIGHT OF APPEAL

All library staff are expected to apply library policy in a fair, reasonable and positive manner. Individual patrons who question the way that library policies have been applied may use the appeal process that is described in FVRL's Appeal Rights of Patrons document.

AUTHORIZATION

The FVRL Rules of Conduct Policy shall be enforced by the Branch Manager in charge of each library unit or their designee. Authority for this policy includes: RCW 27.12.210 (2); RCW 27.12.270; RCW 27.12.290; and RCW 27.12.330.

BOARD APPROVED

- Original Policy 12/13/93
- Revised: 06/12/2000
- Revised: 04/11/2006
- Revised: 08/15/2016
- Revised: 05/15/2017
- Revised: 02/20/2018

Fort Vancouver Regional Libraries (FVRLibraries)

Rules of Conduct Policy

Purpose The Board of Trustees of Fort Vancouver Regional Library District (FVRLibraries), under the authority granted by RCW 27.12.290, establishes the following Rules of Conduct to protect the rights and safety of all patrons and staff, and to preserve library property, materials, and services. FVRLibraries is committed to cultivating a welcoming, community-centered environment where all people are treated with fairness, dignity, and respect.

Shared Responsibilities When visiting or using FVRLibraries facilities or services (in person or online), patrons are expected to:

- Engage with all staff and other patrons in a respectful and cooperative manner.
- Follow all applicable library policies and procedures.
- Abide by local, state, and federal laws while on library property.
- Use library spaces, materials, and services as intended.

Rules of Conduct are applied consistently, respectfully, and equitably to all patrons.

Prohibited Behaviors

1. Unsafe or Disruptive Behavior Activities that interfere with others' use of the library or safety, or disrupt library operations, including:

- Engaging in threatening or harassing behavior that creates a hostile environment on library premises or via remote communication including chat, texts, or phone calls.
- Intimidating or inappropriate behavior toward staff or other patrons (e.g., sexual advances, persistent staring).
- Loud or disruptive conduct, including yelling or misuse of equipment.
- Loitering in high traffic areas, doorways, aisles, and stairways, preventing order and safe entry/exit.
- Placing personal items where they interfere with others' access to and from the library.
- Bringing or operating bicycles or other similar devices inside library buildings, including but not limited to, vestibules or covered doorways. Operating skates, skateboards or other similar devices in or on library premises.
- Inadequate attire (e.g., no shoes, no shirt, no bottoms).
- Discomforting others due to offensive body odor; odor on one's person, clothing, or belongings that is so strong as to interfere with others' use and enjoyment of the library.
- Moving library furniture or equipment without permission from library staff.

- Bringing in items excluding personal items (purse, laptop, briefcase) that occupy floor space in excess of 14"W x 17"H x 20"L.

2. Inappropriate Behavior

- Misuse of library property (e.g., sleeping, camping, overnight parking, excessive belongings, etc.).
- Inappropriate use of restrooms (e.g., bathing, shaving, washing clothes, loitering, etc.).
- Leaving personal items unattended.
- Unauthorized use of another patron's library account.
- Sleeping, appearing to sleep, or lying down.
- Eating or drinking in any non-designated area.
 - Bringing in a beverage that is not in a securely covered container.
 - Food preparation is not allowed.
 - Food cannot be messy, greasy, or have a strong odor.
 - Unattended food will be discarded.

3. Illegal Behavior

- Any unlawful activity that would be a violation of any federal, state, or local criminal law, statute or ordinance.
- Possession or display of firearms or dangerous weapons (RCW 9A.01.300).
- Engaging in sexual activities including physical contact with self or others as well as sexually harassing comments or behaviors.
- Viewing explicit content in any library space.
- Possessing, selling, distributing, consuming or being impaired by or under the influence of a controlled substance or alcohol.
- Destroying, damaging, or defacing library facilities, materials, equipment, or software (RCW 27.12.330).
- Displaying or consuming tobacco products or e-cigarettes in library buildings or within 25 feet of any entrance or open window. Smoking or vaping near entrances/windows (RCW 70.160).
- Bringing animals into the library other than trained service animals (as defined by the Americans with Disabilities Act (RCW 70.84.021, RCW 49.60.214)).

4. Noncompliance with Staff Directions

- Refusing to comply with directions or requests from library staff that support safety, policy enforcement, or library operations is prohibited.

Consequences for Violations

- **Immediate Exclusion:** Patrons engaged in illegal or dangerous behavior may be removed without prior warning. Library privileges may be revoked for up to one year.

- **Progressive Discipline:** Staff may issue verbal warnings before enacting exclusions ranging from one day to one year. Consequences for repeated behavioral infractions may have cumulative exclusions for up to one year at the discretion of library staff.
 - **Trespass from FVRL Library locations:** Repeat, illegal, or serious violations may result in formal trespass orders issued through law enforcement.
 - Every exclusion and trespass issued is applicable to all FVRLibraries facilities and in-person operations/services.
-

Unattended Minor Children

- Parents/guardians/caregivers are responsible for their minor children's behavior and safety.
- Library staff and volunteers are not responsible for child supervision and do not act "in loco parentis".
- Library staff and volunteers cannot provide childcare or assume responsibility for children's safety.
- Young children must be under the supervision of an adult or responsible caregiver at all times.

Situations where staff will intercede include but are not limited to:

- A child appears frightened or distressed.
- A child is behaving unsafely or is in danger.
- A child exhibits specific inappropriate behavior.
- A child is left unattended at closing time.

After Hours Procedure: If a child is left unattended and the caregiver cannot be reached at the time of closing, staff will contact law enforcement.

Right of Appeal

Patrons may appeal enforcement actions through the process outlined in the [Appeal Rights of Patrons](#) document. FVRLibraries staff are expected to uphold these policies with fairness and integrity.

Authorization and Legal Basis The FVRLibraries Rules of Conduct Policy shall be enforced by the Branch Manager in charge of each library unit or their designee. Authority for this policy is supported by the following RCWs:

- RCW 27.12.290

- RCW 27.12.330
 - RCW 70.160
 - RCW 9.41.300
 - RCW 70.84.021
 - RCW 49.60.214
-

Board Approval History

- Original: 12/13/1993
- Revisions: 06/12/2000, 04/11/2006, 08/15/2016, 05/15/2017, 02/20/2018
- Next Review: XX/XX/2025

DRAFT